

1986

Handbook Revisions 1985-1986

Bowling Green State University. Administrative Staff Council

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Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Handbook Revisions

Inclusive Dates: 1985-1986

Format: ☐ Bound ☒ Loose

Order: ☐ Alpha ☒ Chronological ☐ Numerical

Index: ☐ Included ☐ Separate ☒ None

Notes

1. Colored Ink
2. Highlighter
3. Photocopies



Bowling Green State University

July 12, 1984

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Jim Adler, Supervisor
Electric Shop, Maintenance

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Vacation

Jim: Thank you for your recent memo concerning the vacation policy for administrative staff members. I understand and appreciate your concerns. To my knowledge this policy has been in existence for many years providing an administrative staff with the four-week vacation accrual beginning with his/her first year of employment. There is no provision to increase vacation accrual to, for instance, five weeks a year after 25 years of service (which the classified policy provides).

I am aware that the Administrative Staff Council (ASC) has discussed the vacation policy in the past and I will be happy to forward your memorandum to Joe Martini, Chair of the ASC. I will ask him to refer your questions/concerns to the Administrative Staff Handbook Subcommittee which is responsible for reviewing the handbook each year and recommending policy changes. Your input will be valuable to them as they begin to consider future changes.

Thank you, again, for taking the time to raise a very important question. If I can be of any further assistance, please do not hesitate to contact me.

SC:mmb

xc: Joe Martini
Keith Pogan



Bowling Green State University

July 13, 1984

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Joe Martini, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Vacation Policy

Joe: I would like to ask you to refer the enclosed materials to the ASC Administrative Staff Handbook Subcommittee. Jim Adler has raised a good question about the vacation policy and I feel it would be helpful to have the ASC consider it. Thanks.

SC:mmb
Enclosure



Bowling Green State University

3
Plant Operations & Maint.

~~Technical Support Services~~
Bowling Green, Ohio 43403
~~(419) 372-2544~~
Cable: BGSUOH

~~Administrative Staff Personnel Services~~

JUL 02 1984

APR M

June 28, 1984

~~Administrative Staff Personnel Services~~

MEMORANDUM

TO: Susan Caldwell, Director
Administrative Staff Personnel Services

FROM: Jim Adler, Supervisor
Electric Shop, Maintenance *Jim Adler*

RE: Vacation

I am currently a contract employee in the Maintenance Department and I have worked at the University since 1957. If I were a classified employee I would be earning five weeks vacation a year, however, as a contract employee I earn only four weeks vacation. In my opinion this is not fair to the contract personnel. I would like to know if there is any way this could be appealed and what the procedure would be.

Thank you for your consideration in this matter.

bf

xc: Keith Pogan



Bowling Green State University

October 8, 1984

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Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Joe Martini, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Joe: I have been notified by the President's Office that we should prepare the 1985-86 Administrative Staff Handbook for Board of Trustees approval at their April 12, 1985 meeting. With this as a target deadline, I would recommend that we try to have a final copy to President Olscamp for review no later than February 22. Therefore, we should consider setting a timetable and beginning our review of the handbook within the next month. Would you please notify the ASC Handbook Subcommittee and ask the chair to contact me so we can plan our first meeting? Also the subcommittees working on specific policy revisions or recommendations should be informed of this information since any changes or additions to policies and procedures affecting administrative staff members should be included in the Handbook. Thanks for your assistance.

SC:mmb



Bowling Green State University

October 8, 1984

5
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Joe Martini, Chair
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

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SC:mmb



Oct. 5, 1987

Joe:

You asked about the
sexual harassment policy
being in the handbook.

Currently we have only a
brief paragraph summarizing
info about the policy and
referring people to the Office
of Affirmative Action.

Do you feel the entire
policy should be in the handbook?
I don't envision it ~~with~~ for
discussion with the handbook
committee — Susan



Bowling Green State University

October 25, 1984

Greg DeCrane

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Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Darrow
Paul Yon
Pat Fitzgerald

FROM: Joe Martin

RE: 1985-86 Administrative Staff Handbook

The attached memorandum clarifies that the editorial changes, revisions, etc., should be to Dr. Paul Olscamp by February 22, 1985. Therefore, could you all meet

- 1) to select a chair
- 2) to initiate a meeting with Susan Caldwell
- 3) to set up a time schedule to meet this date
- 4) to determine just what agenda items need to be dealt with . . . some of these for consideration are as follows:
 - A) editorial review (you may also wish to have the Executive Committee help you with this area)
 - B) review of the grievance procedures
 - C) the vacation policy - accumulations to "60 days with only 40 paid upon termination" and increase to 25 days per year for those with 20 years of service
 - D) the inclusion of the full Sexual Harassment Policy and the new Solicitation Policy in the handbook as an appendix item
 - E) the vacation/sick leave policy for part-time staff

The intent of this note is to provide you with a starting point.

If I or any of the Council can help you, please let us know.

xc: Administrative Staff Council
Susan Caldwell

Attachment



Bowling Green State University

November 14, 1984

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Darrow
Pat Fitzgerald
Paul Yon

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Vacation Policy

Enclosed is a request that a change to the vacation policy be reviewed and/or changed.

Before you proceed with this one, you might want to contact Greg DeCrane (22843) to see what info he gathered on this issue.

If I can assist you, please let me know.

sal

xc: ASC Executive Committee



Bowling Green State University

January 2, 1985

9
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Welfare Committee
Susan Darrow✓
Pat Fitzgerald
Paul Yon

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Revisions to the Administrative Staff Handbook

The Administrative Council at a recent meeting discussed two policy items that affect administrative staff members: 1) a policy statement concerning grant-funded employees; 2) extension of vacation and tuition fee waiver benefits to part-time administrative staff members. I am forwarding this information to you for review and discussion. The Administrative Council has approved these policies and, unless the Administrative Staff Council has concerns or questions about them, they can be incorporated into the 1985-86 Handbook.

The policy statement relative to grant-funded employees (see attached) clarifies what is already included in the wording of the employment contract: Employment and benefits for staff members whose positions are funded by external sources are contingent upon the availability of grant funds.

The University recently extended vacation and employee fee waiver benefits to part-time classified staff. In order to provide similar benefits to part-time administrative staff, the following changes/clarifications were approved by Administrative Council:

Vacation

- 1) Part-time administrative staff members who are contracted for 12-months but who work only part of each week (changed from "part of each day") earn vacation on a pro-rated basis.
- 2) Part-time administrative staff are not eligible for payment for accrued but unused vacation at time of separation from the University.
- 3) Part-time, 12-month administrative staff must complete one full-time equivalent year of service before being eligible to use earned vacation.

Administrative Staff
Welfare Committee

- 2 -

Employee Fee Waiver

- 1) All part-time administrative staff who have completed the equivalent of one full year of service at BGSU are eligible for an employee fee waiver.
- 2) The fee waiver benefit is prorated according to the percentage of time worked. Contracts of 75-99% are eligible for 3 courses; 50-74%, 2 courses; and 25-49%, 1 course.

I have drafted for your review proposed wording for the Vacation and Fee Waiver policies to incorporate these changes. Please let me know your comments or suggestions.

SC:mmmb
Attachments
xc: Joe Martini

ASPS

Policy for Administrative Staff in
Grant or Externally Funded Positions

Administrative staff members in positions funded wholly or in part by grant or other external funds are covered by the policies, procedures, and benefits noted in the Administrative Staff Handbook except that such coverage is contingent upon the availability of said grant/external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant/external funds. Other policies, procedures, and benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 40 days upon termination).
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service).
3. Consulting release time.
4. FERS - University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays.

Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits.

VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty days for each year of service. During the first year of employment, the twenty days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly pro-rated basis, i.e., 1 2/3 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence or while employed elsewhere.

Staff members are expected to utilize their vacation annually and at a time approved by the area supervisor. A maximum of forty days of vacation may be accumulated at any one time. It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each day WEEK earn vacation on a prorated basis. For example, an employee contracted to work ~~two-thirds of each day~~ FIFTY PERCENT for 12 months AND WORKS PART OF EACH WEEK, earns vacation at ~~two-thirds~~ ONE-HALF the normal rate. PART-TIME 12-MONTH ADMINISTRATIVE STAFF MEMBERS WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY ARE ELIGIBLE TO UTILIZE EARNED VACATION. AT THE TIME OF SEPARATION FROM EMPLOYMENT WITH THE UNIVERSITY, PART-TIME ADMINISTRATIVE STAFF ARE NOT ELIGIBLE FOR PAYMENT OF UNUSED VACATION CREDIT.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

Spouse/Child

The child or children and/or cohabitant spouse of a full-time employee, including faculty and Civil Service (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at any off-campus branch or center, provided that (1) the individual is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or (2) in the case of natural or adopted child who is not claimed by the employees for federal tax purposes under IRS regulations, that the earnings of child are less than \$1,000 in any calendar year and the employee-parent provides \$1,200 or more of support in any calendar year. An employee is required to certify in a notarized statement that the eligibility conditions are met under provision (2). The general fee and any other course fees or charges will be paid by the student.

Instructional and general fees are waived for faculty and staff who have formally retired into STRS and PERS and who wish to take a course on a space available basis. In addition, undergraduate instructional fees are waived for dependents of retirees during the time retiree is employed under provisions of the Supplemental Retirement Program.

A full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for minimum of nine months a year--such eligibility to be determined by appropriate authorities.

The President of the University is authorized, effective as of September 1, 1976, to provide for the payment of the instructional fee under circumstances determined to be exceptional and appropriate.

Widow/Widower or Child of a Deceased Faculty or Administrative Staff Member

The widow/widower or child of a deceased full-time faculty or administrative staff member who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or a part-time student at the University, on the campus, or at an off-campus branch or center. The general fees and any other course fees or charges will be paid by the student. This policy does not apply if the faculty member or staff member's appointment was terminated for any reason other than by retirement, death, or sickness which led to death. The policy also does not apply to a child who is not eligible to be considered a dependent under the provision of section 151 of the Internal Revenue Code. Appeals of the application of these procedures should be made to the President of the University.

FEE WAIVER POLICY (BGSU Trustees, 1976, Revised July 23, 1982, December 10, 1982)

The policy governing these staff benefits shall be as follows:

Employee

Full-time employees of the University (including an individual employed full-time at the University but compensated by another agency such as ROTC or a research agency), individuals who have emeritus status, or individuals who have retired from full-time employment at BGSU into STRS or PERS may enroll in four courses each year, not to exceed two courses per academic term, on either an audit or credit basis without payment of the instructional or general fees, if

1. one's administrator certifies that the individual's enrollment will not interfere with the discharge of duties as a University employee;
2. one's enrollment in the section of the subject is approved by the appropriate academic dean or area administrator; the form is then forwarded to Administrative Staff Personnel Services for processing.
3. one's enrollment will not prevent a regularly registered student from attending the class section; and
4. enrollment for the course occurs in the Office of Registration and Records.

An accounting of courses taken each year begins with the fall semester (i.e., from fall semester through the following summer session each year a maximum of four courses may be taken with fees waived, not to exceed two courses per academic term).

PERMANENT PART TIME ADMINISTRATIVE STAFF WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY (2080 HOURS OR TWELVE FULL MONTHS) ARE ELIGIBLE FOR AN EMPLOYEE FEE WAIVER. THE FEE WAIVER BENEFIT IS PRO-RATED ACCORDING TO THE PERCENTAGE OF TIME WORKED. STAFF WITH CONTRACTS OF 75% - 99% ARE ELIGIBLE FOR 3 COURSES; STAFF WITH CONTRACTS OF 50% - 74% ARE ELIGIBLE FOR 2 COURSES; STAFF WITH CONTRACTS OF 25% - 49% ARE ELIGIBLE FOR 1 COURSE.

THE FEE WAIVER BENEFIT ALLOWS PART-TIME STAFF MEMBERS TO ENROLL IN COURSES, NOT TO EXCEED TWO PER ACADEMIC TERM, ON EITHER AN AUDIT OR CREDIT BASIS WITHOUT PAYMENT OF INSTRUCTIONAL OR GENERAL FEES ACCORDING TO THE SAME RESTRICTIONS NOTED ABOVE FOR FULL-TIME STAFF.

In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedule. When this is not possible, staff members may, with the approval of their supervisor, enroll for a class during the normal workday. All time taken from the regular workday to attend classes must be made up.

Fee Waivers Agreement Between BGSU and UT

A reciprocal agreement exists between BGSU and UT whereby full-time employees of one university may take courses at the other university with a waiver of fees. This covers full-time employees only and does not include waivers for dependents.

The procedures are outlined below. BG employees will receive the same benefits at the University of Toledo as on our campus. BGSU rules and limitations under the present policy for employees will apply for taking courses at UT.

1. It will be necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.
2. Expense authorization forms are available in the Office of Administrative Staff Personnel Services.



Bowling Green State University

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Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

January 2, 1985

MEMORANDUM

TO: Administrative Staff Welfare Committee
Susan Darrow
Pat Fitzgerald
Paul Yon
Nina Edgerton

FROM: Susan Caldwell, Director
Administrative Staff Personnel Services

SUBJ: Revisions to the Administrative Staff Handbook

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Administrative Staff .
Welfare Committee

- 2 -

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1. one's administrator certifies that the individual's enrollment will not interfere with the discharge of duties as a University employee;
2. one's enrollment in the section of the subject is approved by the appropriate academic dean or area administrator; the form is then forwarded to Administrative Staff Personnel Services for processing.
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2. Expense authorization forms are available in the Office of Administrative Staff Personnel Services.



Bowling Green State University

January 29, 1985

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Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: ASC Executive Committee
FROM: Joe Martini
RE: Attached Maternity Leave Form

Susan Caldwell has shared the attached form that her area has begun to use. It does seem to be an excellent idea - in particular, to insure consistency and thoroughness.

However, she has asked us to review the form for possible wording changes, etc. Once you have reviewed this form, could you please return it to me, Jill Carr, or Greg DeCrane. We will then compile your suggestions and give them to Susan Caldwell.

If you have any questions, please call.

sal



Bowling Green State University

W. L. ...

in line with handbook.

26
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

SUBJECT: Maternity Leave of Absence for _____

Bowling Green State University policy regarding maternity leaves of absence is to pay available sick leave benefits during that period of time when, as a result of pregnancy, an employee must be absent due to physical inability to perform regular assigned duties. The remainder of the maternity leave of absence may consist of available paid vacation and/or leave without pay.

Although medical judgment may vary in this matter, I wish to stress that the information requested is to determine the specific period of physical incapacity as opposed to the longer period of time during which you might customarily prefer that your patient not work.

In order to determine the beginning and ending period of time which may be covered by available paid sick leave, please provide the following information concerning the above named employee:

1. The expected delivery date. _____
2. The period before delivery in which your patient will physically be unable to perform regular assigned duties. (Complete one of the two items to the right.)
_____ Patient may work up to delivery time as long as she feels up to it.
_____ (Specific period of time)
3. The amount of time following delivery in which your patient will be physically unable to resume regular assigned duties.
_____ (Specific period of time)

(Date)

(Physician's Signature)

Your patient's signature below indicates that she is requesting you to release the information specified above.

(Date)

(Patient's Signature)

Your cooperation in this matter is appreciated. Please do not hesitate to contact me if you have any questions. Thank you.

Very truly yours,

Susan Caldwell, Director
Administrative Staff Personnel Services



Bowling Green State University

February 5, 1985

27
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: ASC Executive Committee
ASC Welfare Committee

FROM: Susan Caldwell *Susan*

Enclosed is the first draft of the 1985-86 Administrative Staff Handbook. Revisions or additions are noted in capital letters with a line through information that will be removed. In the benefit summary section, pages 26-29, changes have been highlighted in yellow.

We will be discussing the Handbook at the February 7 Council meeting. I hope you will have a chance to review this draft before then. Please bring your copy to that meeting since we are not making copies for all members. Thanks.

SC:mmb
Enclosure

Section I

- p. Include on Index proposed new "Policies" placement of text.
- p. 1 "Total" ?
- p. 2 ✓ #5 "also should"
- p. 8 ✓ A. "Appropriate" Vice "President"
- p. 11 ✓ II, A. "Add "P" in purpose
- p. 20 ✓ Add paragraphs on policies with "see appendix _____"

Section II

- p. 22 ✓ Review new fee waiver policy
- p. 22 Employee: ... and individuals
- p. 22 ✓ #3. "Leave alone?"
- p. 22 ✓ Spouse/child: ADD "Individuals who have emeritus status, and civil service employees
- p. 23 ✓ 2nd paragraph: change "Take a course" to "Take Courses"
- p. 23 ✓ Paragraph 1. IRS-changed to be consistent
- p. 24 ✓ BG&SU & UT - need to be spelled out. Incorporate new policy
- p. 25 ✓ Change amounts of insurance
- ~~p. 26 Needs astericks referring to specific's~~
- p. 27 ✓ Top Line "Who Pays" to who pays
- p. 27 ✓ Discounts: twenty percent discount for employees ^{for} with most continuing education courses.
- p. 28 ✓ Vacation: Delete "and who work part of each day".
- p. 32 ✓ University benefits after retirement
#6 to audit course(s) or take "courses"
- p. 34 ✓ Strike "counseling services option"?
- p. 34 ✓ Instructional fee grants...
"or take courses"
- p. 36 Consider adding to immediate family - "person with who one resides"
- p. 37 ✓ Vacation policy....new

policy
change

p. 37 Should carry 6 mo. when disability takes over.

p. 38 Rewritten - 5th paragraph - Paul.

Section III

p. 43 ~~New weather policy~~

p. 44 Include paragraph prohibiting smoking in "Restrooms"

p. 46 ~~Weather policy appendix~~

- ✓ Placement of policy for adm. staff in grant funded positions

Policy Changes:

1. Leave p. 29

2. Grievance p. 8-10

3. ~~Vacation - part-time employees p. 28 & 36. See attached~~

4. ~~Discounts p. 27~~

5. Maternity/paternity leave p. 30 vs. Military Policy

6. Physician services, p. 25. Include annual gynecological examination under diagnostic

7. ~~Employee fee waiver~~

8. Evaluation procedure

9. Free Rec Center for employees family after 15 years service

10. Free golf club membership after 15 years service

11. Lower the "years of full-time service" eligibility requirement for dependent tuition fee waiver, (presently an employee must have five years of full-time service)

12. Provide full-time administrative staff members the option to purchase family dental/vision coverage. (This has been considered by the Insurance Committee in the past)

13. Lower the "years of full-time service" eligibility requirement for the Supplemental Retirement Program. Specifically as it applies to dependent fee waiver. (Presently, a staff member must have 10 years of full-time BGSU service to qualify for any supplemental retirement program options.)

14. BGSU should not be limited by any benefit policy that is significantly less than the statewide average among like institutions. If other places offer 22 or 25 days, we are behind by more than 10%.

15. A leave policy is necessary to keep the best contract people at Bowling Green, over an extended period of service. Personal development leave should be based on partial pay (1/2) and be cumulative (15 days per year of contract). It should be retroactive so that the good employees already ~~hear~~ can take advantage of the plan.

-bunkies

-disability

p. 8.
copies of rec supporting info
of nonrenewal
given w/in
empl 7 days.
1. eval com - grievance
2. insurance & family vision/dental

Professional

Recommend for appoint grievance com.
- something trying in a eval procedure.

Leave policy

set clarity & interpretation

Insurance com.
not now

NO



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403-0086
(419) 372-2558
Cable: BGSUOH

February 4, 1985

MEMORANDUM

TO: Administrative Staff Council

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Enclosed is a summary of revisions proposed for the 1985-86 Administrative Staff Handbook. Draft copies of the handbook have been given to members of the Executive Committee and the Welfare Committee. I would like to thank and commend the ASC Welfare Committee for their hard work in reviewing the handbook and for their many excellent suggestions.

SC:mmb
Enclosure

B2

Administrative Staff Handbook
1985-86

Summary of Revisions

Title page	Change dates.
Index	Revise page as appropriate
Page i	Add paragraphs on Ferrari Award and Scholarship Program
Section I Index	Revise and re-page as appropriate
Page 1	<u>Affirmative Action Policy</u> - add a statement that the Affirmative Action Plan is available in the Affirmative Action Office.
Page 2	Grammatical change
Page 7	Correct "Vice Provost for Research" to "Associate Vice President for Research." Add a statement that a copy of the Patent Policy is available in Administrative Staff Personnel Services Office.
Pages 8-9	Under "Continuance," items 2a & b, clarify that years of service is <u>contract</u> service. Also indicate that recommendations for non-renewal will be made to the President, appropriate Vice President, or Dean by area heads. Under "Dismissal" change Vice President to President and appropriate vice president. Clarify last sentence.
Page 10	Add new policy on Grant or Externally Funded Positions.
Page 11	Spelling correction
Page 19	Typing correction
Page 20	<u>Sexual Harassment Policy</u> - add a statement that the full policy is included in the Appendix.

Section II Index	Revise and re-page as appropriate.
Pages 22-24	Add a section about discounts on Continuing Education courses.
	<u>Fee Waiver Policy</u> - include definitions of full-time and part-time staff at the beginning of the policy. Also include new benefit for part-time administrative staff.
Pages 25-28	Make appropriate corrections in premium rates for insurances and revisions consistent with the handbook.
Page 30	<u>Leave of Absence</u> - a statement requiring the supervisor to give written approval of a leave. Also included a statement that a staff member who decides not to return from a leave should provide a month's notice.
Page 32	Item 6 - change course to <u>courses</u> .
Page 34	Remove section on Counseling Services Option. Under "Instructional Fee Grants for Retirees and Dependents Options," change course to <u>courses</u> .
Page 35	Add a statement that Administrative Staff Personnel Services provides assistance on retirement matters.
Page 38	Add vacation benefits for part-time administrative staff members.
Section II Index	Revise and re-page as appropriate.
Page 41	Grammatical change.
Page 42	Add a paragraph on "Professional Development Program Guidelines" with reference to the Appendix.
Page 44	Add a paragraph on "Solicitation Policy" with reference to the Appendix.
Appendix	New section - include copies of Sexual Harassment Policy, Professional Development Guidelines, and Solicitation Policy.



Bowling Green State University

February 4, 1985

34
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403-0086
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Administrative Staff Council

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

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SC:mmb
Enclosure

Administrative Staff Handbook
1985-86

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Appendix	New section - include copies of Sexual Harassment Policy, Professional Development Guidelines, and Solicitation Policy.



Bowling Green State University

February 22, 1985

xc *Jill Carr*
Larry DeBene
Jack Higgins
Deb Skermer
Deb McLaughlin
Mike Boyd
Jay Kipke
Anna Harper
For your info
[Signature]

Administrative Staff
 Personnel Services
 Bowling Green, Ohio 43403
 (419) 372-2558
 Cable: BGSUOH

MEMORANDUM

TO: Paul Yon, Chair
 Personnel Welfare Committee
 Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
 Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Enclosed is a suggested method of revising the Administrative Staff Handbook on a yearly basis that avoids the need to reprint the entire document. I request that the Personnel Welfare Committee review it and, if in agreement, consider presenting it to the entire Administrative Staff Council at the March 7 meeting for a decision.

If it is approved by ASC, I am confident that we can implement the procedure this year. There are several additional details that must be considered.

- 1) Will the handbook be designed for insertion in a three-ring binder? A three-ring binder certainly makes replacing pages easier than if the handbook is stapled or otherwise permanently bound. The pages of the handbook can be printed on three-hole-punched paper.
- 2) Will a binder be provided to each staff member this year, or will staff members be expected to provide their own? Is there a concern that if a binder is not provided, some staff members will not provide their own and the chances of misplacing the handbook will increase? I will prepare some estimates on the cost of binders.
- 3) Will the Administrative Staff Council budget be able to pay for binders? The Office of Administrative Staff Personnel Services is budgeted to cover the expense of duplicating the handbook, but not for the purchase of binders.

I look forward to meeting with the Personnel Welfare Committee on March 5. If there are any questions about this suggestion, we can discuss them then.

SC:mmmb
 Enclosure
 xc: Joe Martini

REVISIONS TO THE HANDBOOK

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures, and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

- 5 -	7-85
-------	------

If a revision or addition requires more pages than it is replacing, a decimal will be added to the page number of the extra pages.

Example: If three new pages will replace page 5, the new pages will be numbered 5, 5.1, and 5.2. Also the effective date will appear in the lower outside corner.

The Office of Administrative Staff Personnel Services will distribute revisions at the beginning of each fiscal year. Administrative staff members should remove the appropriate old pages and replace them with the new (revised) pages provided.



Bowling Green State University

39
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

March 15, 1985

MEMORANDUM

TO: Paul Yon

FROM: Joseph Martini *M*

- 1) Attached information was given to me Friday, March 15, 1985.
- 2) How do you think we should proceed with approval of these two additions to the 85/86 handbook?
- 3) There is an executive meeting Tuesday, March 19 where these additions will be brought up.

xc: Nan Edgerton
Susan Darrow
Pat Fitzgerald
Jill Carr
Greg DeCrane
Jack Gregory
Jim Sharp
Joyce Kepke
Deb Heineman
Zola Buford
Deb McLaughlin

OFFICE MEMORANDUM

TO: Joe Martini
FROM: Susan Caldwell
SUBJECT:

DATE 3/15/15

Joe: Here are the two items I
have received recently that should
be included in the 85-86 Handbook.
Do you see any problem? (I sent
a copy to Paul Jones).

Susan

Consistent with the Key Issue Policy adopted by Administrative Council (Attachment III), Item 6., referring to assessments for key replacement, the following applies:

Key Replacement Policy

1. All key replacements are charged at a rate of \$5 each key.
2. Payment for lost keys shall be the responsibility of the persons to whom the keys were issued.
3. Payment for stolen keys, unless the result of negligence, shall be the responsibility of the department of the person to whom the keys were issued. Keys stolen as the proven result of negligence shall be considered lost keys.
4. Payment for lock changes for academic or nonacademic buildings shall be by the responsible requesting department. Charges may vary, depending on the types of changes and locks.
5. If a student room door key is lost or stolen, a new lock will be installed. If a front door key is lost or stolen, all locks in the living unit will be changed. The student losing the key will be billed for the cost of the replacement of locks and keys.

This policy is effective _____ Date _____.

*Joe: This was approved
by Administrative Council
on March 5 - should
be included as part of
the Key Regulations
in the Handbook.
Susan
3/15/85*

University Computer Services operates a number of computer facilities for the University community. Each facility is for a specific purposes and has rules established for its use by University Computer Services, in consultation with appropriate advisory committees composed of faculty, staff, and students.

To use one of these systems, contact University Computer Services. You will receive a copy of the appropriate rules with an application form. You are only authorized to access these computers when you follow these rules. You must also apply to University Computer Services for permission to access data that University Computer Services controls.

Bowling Green State University computing facilities shall only be used for valid University instruction, research, or administrative purposes. The use of any University computer for purely personal gain is prohibited. It is a violation of Federal law, State law, or University policy to use another person's computer access code; to give your access code to another person; to access another party's computer without their permission; to access or attempt to access or copy another party's programs or data without their permission (including microcomputer software); or to attempt to break University security systems. You are responsible for insuring that your computer use is always within the law.

Joe: Dick Conrad would like this to be included in the handbook under the section about Computer Facilities.
Susan
3/15/85

FEB 28 1985



Bowling Green State University

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

March 15, 1985

MEMORANDUM

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Deb Heineman
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Deb McLaughlin

OFFICE MEMORANDUM

TO: Joe Martini
FROM: Susan Calavelli
SUBJECT:

DATE 3/15/15

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3/15/85*

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Joe: Dick Conrad would like this to be included in the handbook under the section about Computer Facilities.

*Susan
3/15/85*

FEB 28 1985

AM PM



Bowling Green State University

cc: Jim Carr 47

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

March 18, 1985

MEMORANDUM

TO: Dr. Paul J. Olscamp
Dr. Dwight F. Burlingame
Dr. Eloise E. Clark
Dr. Richard R. Eakin
Dr. Mary M. Edmonds
Mr. Philip R. Mason
Mr. Paul R. Nusser
Dr. Karl A. Vogt

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Recommended Policy Changes for the 1985-86 Administrative Staff Handbook

Several weeks ago, a draft copy of the 1985-86 Administrative Staff Handbook was sent to you. It included recommended editorial changes for the handbook. The Administrative Staff Council, at its March 7 meeting, considered and approved two recommended policy changes for the 1985-86 Administrative Staff Handbook. They have asked me to forward these recommendations to Administrative Council for review and approval. The two policies under consideration are 1) Maternity/Paternity Leave and 2) Smoking Regulations. The changes are incorporated in the attachments.

The Maternity/Paternity Leave policy appears on page 31 of the draft copy of the handbook. One of the changes recommended by the Administrative Staff Council is to add Adoption Leave to the policy so that staff members adopting children would have the same leave privileges that are already provided for pregnancy and childbirth. In addition, the ASC recommends eliminating the last paragraph of the policy as it is presently written because that paragraph pertains to the use of sick leave by women only.

The Smoking Regulations appear on pages 44-46 of your 1985-86 draft copy of the handbook. The Administrative Staff Council feels that smoking should be prohibited in restrooms of academic and office buildings and the libraries because of lack of adequate ventilation. The attached copy of the regulations reflects this recommendation as well as the current smoking policies for the Health Center and Student Recreation Center. The term "residence halls" has been changed to "dining halls" which is more accurate since there is no general smoking policy for the residence halls. Because the smoking regulations are University policy affecting more than the administrative staff, the Administrative Staff Council realizes that it may be necessary to obtain faculty, classified staff, and student input before the policy can be enacted.

We would appreciate your reviewing these policy recommendations and the editorial changes included in your draft copy of the 1985-86 Administrative Staff Handbook. In order to present the handbook to the Board of Trustees at the April 12 meeting, it will be necessary to prepare final copies for the Board members by April 1. If you have questions about these recommendations, please do not hesitate to contact me or Joe Martini, ASC Chair. Thank you for your time and consideration.

SC:mmb
Attachments
xc: Joe Martini

MATERNITY/FATERNITY/ADOPTION LEAVE

Pregnancy, and childbirth OR ADOPTION may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth OR ADOPTION which the administrative staff member expect will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy and childbirth OR ADOPTION without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, and childbirth OR ADOPTION is to be arranged on mutually acceptable WRITTEN terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ADMINISTRATIVE STAFF MEMBERS SHOULD CONTACT THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES AS EARLY AS POSSIBLE PRIOR TO A LEAVE TO REVIEW BENEFITS.

~~Sick--leave--is--authorized--for--that--period--of--time--the--staff--member--is--physically---unable---to---work---as---determined--by--her--physician. Administrative---staff---members---should---contact---the---office---of--Administrative--Staff-Personnel-Services--as--early--as--possible--prior--to--a--maternity--leave--to--review--benefits--and--procedures.---Written documentation--about--the--leave--is--required.~~

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking in the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...."

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in the classrooms, RESTROOMS, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, AND hallways ~~or restrooms~~.

Office Buildings: There shall be no smoking in offices, RESTROOMS, and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways AND lobbies ~~and restrooms~~.

DINING ~~Residence~~ Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways AND lobbies, ~~restrooms where receptacles will be provided~~.

Libraries: Smoking by library patrons is permitted only the snack bar ~~and restrooms~~. Areas for staff smoking is at the

discretion of library departments.

Health Center: There shall be no smoking in ~~public-areas-of-the~~ Health Center by patients or employees.

STUDENT RECREATION CENTER: THERE SHALL BE NO SMOKING IN THE STUDENT RECREATION CENTER.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of buses. Smokers are encouraged not to smoke in small vehicles.



Bowling Green State University

x c AEC Executive Staff
Susan Caldwell



5/2
Center for Archival Collections
5th Floor, Jerome Library
Bowling Green, Ohio 42403
(419) 372-2411
Cable: BGSUOH

Holdings: Northwest Ohio
University Archives
Great Lakes

March 19, 1985

MEMORANDUM

TO: Joe Martini
FROM: Paul Yon *Paul*
RE: Key Replacement Policy
Computer Services' Policy

The Personnel Welfare Committee wholly supports incorporating the above mentioned policies into the 1985-86 handbook. The committee's recommendation is to ask Susan Caldwell to make the appropriate textual changes.

We would however, appreciate receiving future policies, guidelines, requests, etc. within a reasonable amount of time. It is indeed most administratively difficult handling most questions on an "emergency" basis.

Should you have any questions please give me a call.

1jk



Bowling Green State University

March 25, 1985

53

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Caldwell, Director
Administrative Staff Personnel Services

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Statement on Computer Facilities

The Personnel Welfare Committee and the Executive Committee on behalf of the Administrative Staff Council does support the addition of paragraphs #1 and #2 to the existing policy in the Administrative Staff Handbook. However, I suggest that you review the policy dated February 28, 1985 for readability (see attached).

Again, thank you for your help.

sal

cc: ASC Executive Committee
ASC Personnel Welfare Committee

Enclosure

University Computer Services operates a number of computer facilities for the University community. Each facility is for a specific purposes and has rules established for its use by University Computer Services, in consultation with appropriate advisory committees composed of faculty, staff, and students.

#2 To use one of these systems, contact University Computer Services. You will receive a copy of the appropriate rules with an application form. You are only authorized to access these computers when you follow these rules. You must also apply to University Computer Services for permission to access data that University Computer Services controls.

Bowling Green State University computing facilities shall only be used for valid University instruction, research, or administrative purposes. The use of any University computer for purely personal gain is prohibited. It is a violation of Federal law, State law, or University policy to use another person's computer access code; to give your access code to another person; to access another party's computer without their permission; to access or attempt to access or copy another party's programs or data without their permission (including microcomputer software); or to attempt to break University security systems. You are responsible for insuring that your computer use is always within the law.

Joe: Dick Conrad would like this to be included in the handbook under the section about Computer Facilities.

*Susan
3/15/85*

FEB 28 1985

AE EK



Bowling Green State University

March 25, 1985

55
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Caldwell, Director
Administrative Staff Personnel Services

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Key Replacement Policy

Both the Personnel Welfare Committee and the Executive Committee on behalf of the Administrative Staff Council support the inclusion of the added information identified on the attached as the "Key Replacement Policy" in two areas in the Administrative Staff Handbook:

- 1) Directly after #6 in the ASC Handbook under "Key Regulations".
- 2) Or possibly to be included in the appendix with a specific reference in #6 "Key Regulations".

Although I see no problem of including item #5 listed under "Key Replacement Policy", it is interesting that a reference to a student policy is included in the employee handbooks.

Again, thank you for your assistance.

sal

xc: ASC Executive Committee
ASC Personnel Welfare Committee

Enclosure

Consistent with the Key Issue Policy adopted by Administrative Council (Attachment III), Item 6., referring to assessments for key replacement, the following applies:

Key Replacement Policy

1. All key replacements are charged at a rate of \$5 each key.
2. Payment for lost keys shall be the responsibility of the persons to whom the keys were issued.
3. Payment for stolen keys, unless the result of negligence, shall be the responsibility of the department of the person to whom the keys were issued. Keys stolen as the proven result of negligence shall be considered lost keys.
4. Payment for lock changes for academic or nonacademic buildings shall be by the responsible requesting department. Charges may vary, depending on the types of changes and locks.
5. If a student room door key is lost or stolen, a new lock will be installed. If a front door key is lost or stolen, all locks in the living unit will be changed. The student losing the key will be billed for the cost of the replacement of locks and keys.

This policy is effective _____ Date _____.

Joe: This was approved
by Administrative Council
on March 5 - should
be included as part of
the Key Regulations
in the Handbook.
Susan
3/15/85

KEY REGULATIONS

Administrative staff members are issued office and building keys necessary to their assignments. No keys are issued until a key authorization card is approved by the staff member's area head. Keys may be signed for and obtained at the Physical Plant Office 48 hours after the authorization card has been submitted. All keys remain the property of the State of Ohio. When an administrative staff member terminates or changes assignment and certain keys are no longer required, the keys must be returned to the Physical Plant Office.

It is to everyone's advantage that the locking system at the University be as secure as possible. For that reason, the following procedures apply:

1. All keys will be requested by description of the area to be accessed, not by university key number.
2. All requests will be signed by a department chair, director, dean, vice president, or appropriate administrator.
3. When an employee transfers to another position on the campus, his/her keys will be returned to the Plant Operations Department and not taken to the new assignment. The new position will affect which keys will be assigned.
4. Keys may be ordered by telephone to save a trip to Plant Operations so they will be ready when the employee picks them up. Each person must pick up his/her own keys. Grand Master keys are authorized through the Director of Public Safety, and are to be picked up at Public Safety.
5. Employee keys will not be passed on to an employee's replacement but will be reissued by the Plant Operations Department, or Public Safety, as appropriate.
6. When an employee loses a key, the replacement key must be reauthorized in writing by the department head and approved by a dean or vice president. A charge may be assessed.
7. When any person having a university key leaves the employment of the University, all keys are to be returned to the Plant Operations Department and a receipt issued before issuance of a final pay check. Grand Master keys are to be returned to the Director of Public Safety.
8. On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any university facility or equipment except by the authorization of the Director of Plant Operations and Maintenance of Bowling Green State University.



Bowling Green State University

March 25, 1985

58

Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Caldwell, Director
Administrative Staff Personnel Services

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Statement on Computer Facilities

The Personnel Welfare Committee and the Executive Committee on behalf of the Administrative Staff Council does support the addition of paragraphs #1 and #2 to the existing policy in the Administrative Staff Handbook. However, I suggest that you review the policy dated February 28, 1985 for readability (see attached).

Again, thank you for your help.

sal

xc: ASC Executive Committee
ASC Personnel Welfare Committee

Enclosure

University Computer Services operates a number of computer facilities for the University community. Each facility is for a specific purposes and has rules established for its use by University Computer Services, in consultation with appropriate advisory committees composed of faculty, staff, and students.

42 To use one of these systems, contact University Computer Services. You will receive a copy of the appropriate rules with an application form. You are only authorized to access these computers when you follow these rules. You must also apply to University Computer Services for permission to access data that University Computer Services controls.

Bowling Green State University computing facilities shall only be used for valid University instruction, research, or administrative purposes. The use of any University computer for purely personal gain is prohibited. It is a violation of Federal law, State law, or University policy to use another person's computer access code; to give your access code to another person; to access another party's computer without their permission; to access or attempt to access or copy another party's programs or data without their permission (including microcomputer software); or to attempt to break University security systems. You are responsible for insuring that your computer use is always within the law.

Joe: Dick Conrad would like this to be included in the handbook under the section about Computer Facilities.

*Susan
3/15/85*

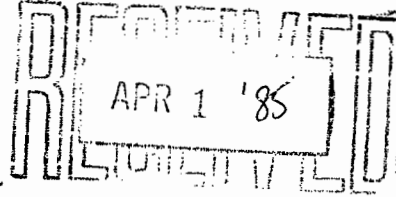
FEB 28 1985

AM PM



Bowling Green State University

March 27, 1985



60
Office of the Bursar
Bowling Green, Ohio 43403
Cable: BGSUOH

MEMORANDUM

TO: Susan Caldwell, Director
Administrative Staff Personnel Services

FROM: Joe Martini, Chair
Administrative Staff Council

RE: Revisions to Administrative Staff Handbook

Both the Personnel Welfare Committee and the Administrative Staff Council support the suggestions outlined in your February 22, 1985 memorandum to Paul Yon to handle the yearly updating of the handbook. However, since the Administrative Staff Council does not have sufficient dollars to purchase a binder for each current staff member, these persons will be responsible to purchase their own through their regular operating budgets.

As for new staff, you might consider providing a BGSU binder to be presented during your initial interview with that individual. Obviously, this should be considered a suggestion for your consideration only.

Hopefully, this new procedure will save you and the University some money and energy over a period of time. Again, thank you for your interest and continued support.

JM/dlb

xc: ASC Executive Committee
Personnel Welfare Committee



Bowling Green State University

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

February 22, 1985

MEMORANDUM

TO: Paul Yon, Chair
Personnel Welfare Committee
Administrative Staff Council

FROM: Susan Caldwell, Director *Susan*
Administrative Staff Personnel Services

SUBJ: Administrative Staff Handbook

Enclosed is a suggested method of revising the Administrative Staff Handbook on a yearly basis that avoids the need to reprint the entire document. I request that the Personnel Welfare Committee review it and, if in agreement, consider presenting it to the entire Administrative Staff Council at the March 7 meeting for a decision.

If it is approved by ASC, I am confident that we can implement the procedure this year. There are several additional details that must be considered.

- 1) Will the handbook be designed for insertion in a three-ring binder? A three-ring binder certainly makes replacing pages easier than if the handbook is stapled or otherwise permanently bound. The pages of the handbook can be printed on three-hole-punched paper.
- 2) Will a binder be provided to each staff member this year, or will staff members be expected to provide their own? Is there a concern that if a binder is not provided, some staff members will not provide their own and the chances of misplacing the handbook will increase? I will prepare some estimates on the cost of binders.
- 3) Will the Administrative Staff Council budget be able to pay for binders? The Office of Administrative Staff Personnel Services is budgeted to cover the expense of duplicating the handbook, but not for the purchase of binders.

I look forward to meeting with the Personnel Welfare Committee on March 5. If there are any questions about this suggestion, we can discuss them then.

SC:mmmb
Enclosure
xc: Joe Martini

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REVISIONS TO THE HANDBOOK

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures, and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

- 5 -	7-85
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If a revision or addition requires more pages than it is replacing, a decimal will be added to the page number of the extra pages.

Example: If three new pages will replace page 5, the new pages will be numbered 5, 5.1, and 5.2. Also the effective date will appear in the lower outside corner.

The Office of Administrative Staff Personnel Services will distribute revisions at the beginning of each fiscal year. Administrative staff members should remove the appropriate old pages and replace them with the new (revised) pages provided.



Bowling Green State University

62
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

July 12, 1985

MEMORANDUM

TO: Administrative Staff Members

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: 1985-86 Administrative Staff Handbook

Enclosed is your copy of the 1985-86 Administrative Staff Handbook approved at the April 12 meeting of the Board of Trustees. This year's handbook contains several changes and additions which were recommended by the Administrative Staff Council and the Office of Administrative Staff Personnel Services. One significant change is in the format of the book. In order to avoid the need to reprint the entire handbook each year, the new format will require only pages with revisions to be updated and distributed. To facilitate this, the handbook was printed on three-hole-punched paper so that it can be placed in a three-ring binder. In future years revised pages can easily be replaced by following the procedures on pages iv-v. It was felt that this would be a more effective and efficient way to update the handbook. Because of the cost, it was not possible to provide all staff members with a three-ring binder for the handbook. Please provide your own.

To assist you in your review of the new handbook, I have listed below some of the major revisions.

- Part-time employee benefits were expanded with respect to fee waiver and vacation. Part-time staff who have completed the equivalent of one full year of service at BGSU are eligible for the employee fee waiver on a prorated basis (see page 24). In addition, part-time staff who are contracted for 12 months need only work part of each week (not part of each day) to earn vacation on a prorated basis (see page 39).
- The Maternity/Paternity Leave policy has been extended to provide leave privileges for adoption purposes (see page 31).
- An Appendix has been added including complete copies of some documents referred to elsewhere in the handbook (see pages 49-70).

(over)

Administrative Staff Members - 2 -

I feel we have an excellent document to work with and express my sincere appreciation to the members of the Administrative Staff Council for their efforts in revising it. In particular, I extend a special thanks to the Administrative Staff Council Personnel/Welfare Subcommittee for their long, hard work in proposing many of the changes. I am sure you will agree that the changes enhance the benefits and policies for administrative staff. Please feel free to share with me your thoughts on the new handbook; I would be happy to answer any questions you may have.

Best wishes for an enjoyable summer.

SC:mmb
Enclosure

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Section I

CONTRACTUAL RESPONSIBILITIES AND POLICIES

Section II

BENEFITS

changes

Section III

GENERAL POLICIES

The policies of this Handbook apply to all administrative staff members who sign a "Contract for Administrative Staff Employment."

The ~~1984-85~~ 1985-86 Handbook was approved by the Board of Trustees on ~~May 11, 1984~~ April 12, 1985.

Revisions of this Handbook will be recommended annually by a review committee of the Administrative Staff Council in conjunction with the Office of Administrative Staff Personnel Services.

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ADMINISTRATIVE STAFF COUNCIL

The Administrative Staff Council is an elected committee whose purpose is to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies. The Council membership which includes ten percent of all administrative staff is proportionately representative of staff in the President's and Vice Presidents' areas. Meetings are held monthly and minutes are reported in the Monitor. The Administrative Staff Council operates according to its Charter which appears on the following two pages.

MICHAEL R. FERRARI AWARD

THE MICHAEL R. FERRARI AWARD IS PRESENTED TO A MEMBER OF THE ADMINISTRATIVE STAFF EACH YEAR. THE AWARD RECOGNIZES EXCEPTIONAL PERFORMANCE DURING THE YEAR. INNOVATION AND INITIATIVE, SENSITIVITY TO OTHERS, PERFORMANCE "ABOVE AND BEYOND" THAT REQUIRED BY THE POSITION, AND EFFECTIVE INTERACTION WITH THE UNIVERSITY COMMUNITY ARE SOME OF THE ATTRIBUTES CONSIDERED. NOMINATIONS ARE SOUGHT EACH YEAR FOR THE AWARD RECIPIENT. A SELECTION COMMITTEE COMPOSED OF ADMINISTRATIVE STAFF REPRESENTING VARIOUS AREAS OF THE UNIVERSITY SELECTS THE RECIPIENT. THE AWARD IS PRESENTED AT THE ANNUAL ADMINISTRATIVE STAFF MEETING SCHEDULED AT THE BEGINNING OF FALL SEMESTER.

ADMINISTRATIVE STAFF SCHOLARSHIP

AN ADMINISTRATIVE STAFF SCHOLARSHIP WAS INITIATED IN 1985. EACH YEAR ADMINISTRATIVE STAFF MEMBERS ARE ASKED TO CONTRIBUTE TO THIS SCHOLARSHIP FUND. A SELECTION COMMITTEE COMPOSED OF ADMINISTRATIVE STAFF MEMBERS SELECTS A FULL-TIME OR PART-TIME BGSU STUDENT TO RECEIVE THE SCHOLARSHIP BASED ON ACADEMIC STANDING AND FINANCIAL NEED.

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent Administrative Staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the Executive Committee and additional nominations may be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect. Officers may be removed from office by a two-thirds vote of the full membership.

Duties of the Officers:

The Chair shall preside at all meetings and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The Secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and of the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees:

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

The Council shall be governed by this Charter, the By-laws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

ADMINISTRATIVE STAFF PERSONNEL SERVICES

The Office of Administrative Staff Personnel Services provides assistance to administrative staff members on employment-related matters. Among the services provided are explaining and interpreting policies and benefits; new employee orientation and processing; exit interviews; retirement counselling; position reviews; counselling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Administrative Staff Personnel Services maintains a personnel file on every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University. Staff members are encouraged to update their files when any change occurs in employment, education, or professional development. In addition, the office is also available to assist departments with recruitment efforts if requested.

Questions about employment matters related to administrative staff members should be addressed to Administrative Staff Personnel Services, Room 910 Administration Building. Questions about insurance benefits are handled by the Insurance Office, Room 10 Shatzel Hall.

SECTION I

CONTRACTUAL RESPONSIBILITIES AND POLICIES

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ERROR

AFFIRMATIVE ACTION POLICY

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support, or employ the services of organizations which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons, and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices OF THE AFFIRMATIVE ACTION PLAN should be directed to the Office of Affirmative Action, Bowling Green State University.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATORS

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as an administrator at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic

institutional policies approved by the Board of Trustees. Also administrators should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.

2. Administrators should perform their professional responsibilities fairly and impartially.
3. Administrators should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts, or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.
4. In public, administrators should clearly distinguish personal opinions from statements reflecting the University's positions and policies.
5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrators should not discriminate against individuals because of race, color, religion, age, physical impairment, sex, or national origin, and they ALSO SHOULD ~~should also~~ be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.
6. Administrators should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.
7. Administrators should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.

Responsibilities to Students

1. Administrators should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.
2. Administrators, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.
3. Administrators should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.

4. Administrators should adhere to the spirit and intent of policies describing the role and rights of students and encourage and assist them in the use of established procedures to resolve complaints and grievances.

Responsibilities to Faculty

1. Administrators should protect academic freedom and the general right of faculty to discuss controversial ideas of academic concern.
2. Administrators should consult faculty through recognized channels in decision-making.
3. Administrators should provide faculty with the support services and resources essential to a learning environment of excellent quality.
4. Administrators should implement policies fairly and impartially and with due regard for the dignity and rights of the individual faculty member.
5. Administrators should be available to communicate with faculty on matters of academic and general institutional concern.

Responsibilities to Administrative Colleagues

1. Administrators should treat staff members with dignity and impartiality and use neither coercion nor preferential treatment in decision-making.
2. Administrators should inform members of their staff of goals and objectives while promoting a spirit of cooperation.
3. Administrators should communicate with the officers to whom they report if they are active candidates for other professional positions.
4. Administrators should seek professional advice from other administrators when such counsel can improve decision-making.

Responsibilities to Self

1. Administrators should actively participate in professional associations for self-development and for the promotion of the interests of the University.
2. Administrators should maintain a commitment to their own professional development.
3. Administrators should maintain their physical and mental well-being through a healthy life style. (Board of Trustees, 11/13/80)

COMPUTER FACILITIES

Bowling Green State University computing facilities shall only be used for valid University instruction, research, or administrative purposes and shall not be used for purely personal gain. It is a violation of federal and state laws and University policy to use another person's computer access code; to give your access code to another person; to access or attempt to access use of another person's programs or data without that person's permission; or to attempt to break University security systems.

CONFLICT OF INTEREST-RESEARCH AND CONSULTING

A. Conflict Situations

1. Favoring of outside interests.

When an administrative staff member engaging in externally-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is imperative to avoid actual or apparent conflicts of interest between externally-sponsored University research, consulting obligations and outside interests or obligations. Such conflicts of interest may arise by:

- a. Orientation of the staff member's University research/consulting to serve the needs of the private firm without disclosure of such undertaking to the University and the sponsoring agency;
- b. Purchase of major equipment, instruments, materials, or other items for the University research from a private firm in which the staff member has an interest without disclosure of such interests;
- c. Transmission to the private firm, or other use for personal gain, of externally-sponsored work products, results, materials, records or information that are not made generally available. (This would not preclude appropriate licensing arrangements for inventions or consulting on the basis of externally-sponsored research results where there is significant work by the staff member independent of externally-sponsored research/consulting);
- d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's externally-sponsored activities. (The term "privileged information" includes medical, requirement or

price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.);

- e. Influence upon the negotiation of contracts relating to the staff member's externally-sponsored research between the University and private organizations with which the administrative staff member has consulting or other significant relationships;
- f. Acceptance of gratuities or special favors from private organizations with which the University does or may conduct business in connection with an externally-sponsored research/consulting project, or extension of gratuities or special favors to employees of the sponsoring Government agency or private organization under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

2. Consulting for Government agencies, their contractors, or private organizations.

- a. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, professional conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's Memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees". When a person consults for one or more Government contractors, or prospective contractors, in the same technical field as research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on one's other interest.
- b. In undertaking and performing consulting services, a staff member should make full disclosure of such services to the University and to the contractor or private organization insofar as they may appear to relate to the work at the University and to the contractor.

B. University Procedures

1. Reporting of outside employment or interests.

A full-time 12-month administrative staff member may engage in paid consultation provided the consultation will either enhance the staff member's professional growth or will relate to that person's University position and expertise and provided the department director, and appropriate dean, vice-president, or president agree in advance that such activities do not interfere with University responsibilities. Such consultation is limited to no more than five days per year. These five days may be used only for consultation and do not accrue from one year to the next. Vacation time must be utilized for paid consultation beyond five days per year.

2. Distribution of effort.

a. With the competing demands placed upon the energies of an administrative staff member, the way in which one divides effort among these various functions does not raise ethical questions unless the agency supporting the research is misled in its understanding of the amount of intellectual effort one is actually devoting to the research in question. If the University-approved research agreement proposes that the administrative staff member devote a certain fraction of effort to the externally-sponsored research, or one agrees to assume responsibility for such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.

b. The administrative staff member shall supply appropriate documentation such that the director of the department may maintain records of the time involved with all outside consulting or research work by the administrative staff member.

3. Reporting of invention

Inventions made by University administrative staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any administrative staff member who conceives an invention in the course of research conducted at the University shall report the invention to the

ASSOCIATE VICE PRESIDENT FOR RESEARCH ~~Vice~~
~~Provost--for--Research~~ for appropriate action.
The allocation of patent rights and division of
proceeds, if any, shall be consistent with the
existing Patent Policy as approved by the Board
of Trustees, and consistent with the terms of
any relevant research grant or contract. A
COPY OF THE PATENT POLICY IS AVAILABLE IN THE
OFFICE OF ADMINISTRATIVE STAFF PERSONNEL
SERVICES.

4. Production of films or instructional materials.

The development and sale or rental of
audio-visual or other instructional materials
produced by individuals while under University
contracts or developmental grants shall be
reported to the immediate supervisor and
appropriate agreements made to respect the
mutual interest of all parties. Such materials
remain the property of Bowling Green State
University.

CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.
2. The University has made the decision not to continue employment and has given timely notification as follows:
 - a. not later than March 1 of the first, second and third years of CONTRACT service if appointment is to expire at the end of one of those fiscal years.
 - b. not later than January 1 of any subsequent fiscal year of CONTRACT service.

Recommendations for non-renewal (which will include supportive information) will be made to the PRESIDENT, ~~APPROPRIATE VICE PRESIDENT OR DEAN~~ ~~vice-president~~ by area heads.

*Appropriate
supervisor*

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause
 - a. An administrative staff member may be terminated for cause during the contract year for the following reasons:
 - i) conviction of a felony;
 - ii) if credentials are proved to be fraudulent;

- iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) faithfully, honestly, and diligently to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the PRESIDENT OR APPROPRIATE VICE PRESIDENT Vice--President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

THE PRESIDENT OR APPROPRIATE VICE PRESIDENT A--Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. THE PRESIDENT OR APPROPRIATE VICE PRESIDENT A--Vice--President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been DISMISSED OR SUSPENDED WITHOUT PAY. ~~terminated-without-pay-during-the suspension.~~

C. Release

Release may be affected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).

DISCRIMINATION COMPLAINT PROCEDURE

Bowling Green State University is committed to providing equal opportunity to all persons without regard to race, religion, color, national origin, sex, marital status, age, handicap, or veteran status. Regardless of University policy or action, however, an administrative staff member may feel discriminated against. In such situations, the University's desire is to have the alleged discrimination complaint resolved as fairly and expeditiously as possible.

An administrative staff member who has a discrimination complaint, and who has unsuccessfully attempted to resolve it at other levels, may contact the Office of Affirmative Action. Administrative staff in the office will attempt to resolve the complaint by discussing it with the complainant, the respondent, and other appropriate persons who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

POLICY FOR ADMINISTRATIVE STAFF IN GRANT OR EXTERNALLY FUNDED POSITIONS

ADMINISTRATIVE STAFF MEMBERS IN POSITIONS FUNDED WHOLLY OR IN PART BY GRANT OR OTHER EXTERNAL FUNDS ARE COVERED BY THE POLICIES, PROCEDURES, AND BENEFITS NOTED IN THE ADMINISTRATIVE STAFF HANDBOOK EXCEPT THAT SUCH COVERAGE IS CONTINGENT UPON THE AVAILABILITY OF SAID GRANT/EXTERNAL FUNDS. IN PARTICULAR, CONTINUATION OF EMPLOYMENT IS NOT GUARANTEED BEYOND THE TERMINATION OF GRANT/EXTERNAL FUNDS. OTHER POLICIES, PROCEDURES, AND BENEFITS WHICH ARE PROVIDED CONTINGENT UPON THE AVAILABILITY OF GRANT/EXTERNAL FUNDS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. VACATION BENEFITS (INCLUDING PAYMENT OF UNUSED BALANCE OF NO MORE THAN 40 DAYS UPON TERMINATION).
2. SICK LEAVE BENEFITS (INCLUDING PAYMENT FOR A MAXIMUM NUMBER OF DAYS PRESCRIBED BY POLICY UPON RETIREMENT AFTER 10 YEARS OF BGSU SERVICE).
3. CONSULTING RELEASE TIME.

4. PERS - UNIVERSITY CONTRIBUTION.
5. EMPLOYEE AND DEPENDENT FEE WAIVER.
6. INSURANCE BENEFITS.
7. SUPPLEMENTAL RETIREMENT PROGRAM.
8. HOLIDAYS.

GRANT, EXTERNAL FUNDS MUST BE SET ASIDE EACH YEAR TO COVER SALARY AND ALL BENEFITS THAT HAVE A DIRECT FINANCIAL IMPACT ON THE UNIVERSITY. FAILURE OF THE GRANT OR EXTERNAL SOURCE TO PROVIDE SAID FUNDS COULD RESULT IN THE TERMINATION OF EMPLOYMENT AND/OR THE CURTAILMENT OR ELIMINATION OF CERTAIN BENEFITS.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the

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grievance, in writing, to the chair of the area review committee. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The PURPOSE ~~purpose~~ of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one EGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.
2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative

Action will coordinate all aspects of the hearing process. This will include contacting the complainant and the respondent to review the hearing procedures and will also include facilitating the establishment of the hearing panel.

3. The hearing must take place within fourteen calendar days after the establishment of the hearing panel. (The Director of Affirmative Action will be responsible for scheduling the hearing.)

C. The Hearing Panel

The Hearing Panel will consist of three voting members.

1. Selection of members

The complainant's nomination of a member will be as noted in the "Request for a Hearing." The respondent will nominate one University employee who is willing and available to serve as the second member of the hearing panel.

A third panel person, who will also serve as chair of the hearing panel, will be selected by mutual agreement of the two chosen members. This person must be an employee of the University. If the two members of the hearing panel cannot reach agreement in this matter, the chair will be appointed by the Director of Affirmative Action.

2. Obligations and powers of the hearing panel

It is the duty of the hearing panel to conduct a fair and impartial hearing.

The hearing panel will have access to all available witnesses and records concerning the matter before it. The hearing panel will conduct its proceedings as expeditiously as possible.

D. Hearing guidelines

Hearings will be informal. Legal rules of conduct will not govern the proceedings.

The burden of proof for any grievance rests with the complainant.

The complainant and the respondent may be represented by an advisor of their choice who may participate fully in the hearing.

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The hearing will be closed unless all parties agree that it be open. If it is open, each party may invite two observers from the University work force in addition to the advisor.

A tape recording will be made of each hearing and shall become part of the record of the hearing. This will be used 1) to assist the panel in its deliberations and 2) for appeals. It will be available to the complainant or the respondent on request to the Director of Affirmative Action and it will be kept only until the University appeal procedure has been exhausted. Any cost of making a written transcript will be borne by the person making the request.

By mutual agreement, a maximum of seven calendar days extension of the time period in the hearing procedure will be allowed at any phase of the proceedings. (The Director of Affirmative Action will be responsible for adherence to the timetable.)

Expenses incurred during the hearing will be borne by the University, excepting those expenses incurred through the use of individuals external to the University which shall be borne by the party utilizing such individuals. The University will not pay expenses incurred by the complainant during preparation for the hearing. Staff members will not be given time off with pay to prepare for the hearing nor receive extra compensation for the time spent beyond the normal working hours.

The hearing will be conducted in the following manner:

The name of the case and persons present at the hearing will be given.

The powers, duties, and functions of the panel will be read by the chair.

Complainant (or advisor)* will make an opening statement, explaining the grounds for the complaint, what the complainant intends to prove, and outlining the evidence supporting it.

*It is hereinafter understood that the term respondent or complainant also includes that person's advisor.

The hearing panel will allow for the presentation of evidence limited only by the requirement that, in the panel's judgment, it must be relevant to the case at hand.

Complainant may call witnesses and/or present any documentary evidence.

Prior to testimony of a witness, the chair will administer an oath which will affirm the veracity of the statements. Witnesses may testify either in narrative form or in response to specific questions.

At the conclusion of each witness' testimony offered by the complainant, the respondent will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Respondent will make an opening statement which will consist of what the respondent will attempt to prove. Respondent may call witnesses and/or present any documentary evidence.

At the conclusion of each witness' testimony offered for the respondent, the complainant will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Complainant will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the respondent's case.

Respondent will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the complainant's rebuttal.

Complainant will make closing arguments summarizing the case.

Respondent will make closing arguments summarizing the case.

E. Resolution

The hearing panel will give written notice of its recommended disposition of the complaint, including rationale for the recommendation, to the Director of Affirmative Action. This must occur within seven calendar days after the conclusion of the hearing. (The panel's recommendation will be made by majority vote.)

Copies of the panel's recommendations will be forwarded to the complainant, the respondent, and the President (or designee) or appropriate vice president.

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The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that appropriate administrative action is taken in a timely manner.

F. Appeal

The decision of the hearing panel may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. **CONFLICT OF INTEREST.** The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

Section 102.04 prohibits public servants, whether elected, appointed, or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt non-elected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

2. INVESTIGATIONS. The Commission responds to complaints and conducts its own investigations into alleged conflicts of interest.
3. CONFIDENTIALITY. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.
4. HEARINGS. The Commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.
5. REPORT OF FINDINGS. If the Commission finds, based on a preponderance of the evidence, that a public official has violated the Ethics Law, the evidence is turned over to the appropriate prosecuting authority.
6. PENALTIES. Persons found guilty under the Ohio Ethics Law may be fined a maximum of \$1,000 or imprisoned up to six months or both. Persons required to file a financial disclosure statement but who fail to do so, face a maximum fine of \$250 and up to 30 days imprisonment.
7. FINANCIAL DISCLOSURE. All candidates for public office, except those running for village, township, or school board office, and all elected officials, except those holding village, township, or school board office, are required to file a financial disclosure statement with the appropriate ethics commission each year. Also, certain appointed state officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests are disclosed. Most public officials are required to file with their respective Ethics Commission by April 15 of each year. Candidates are required to file 30 days prior to the first election in which they appear. Statements are available from any county board of elections or from the Commission.
8. PUBLIC INSPECTION. Financial disclosure statements on file with the Commission are open to public inspection and copies are available on written request.

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9. SPECIAL RULES. The Ohio Ethics Commission has adopted two rules under its rule-making authority, which extend the financial disclosure filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions and other agencies to file a disclosure statement.
 10. FOUR ETHICS COMMISSIONS. The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees, and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees and candidates for public office under the purview of Chapter 102. of the Revised Code.
 11. ADVISORY OPINIONS. The Commission issues advisory opinions in response to questions relating to ethics, conflicts of interest and financial disclosure.

RESIGNATIONS AND EXIT INTERVIEWS

A. An administrative staff member who resigns from the University should:

- 1) Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to Administrative Staff Personnel Services.
- 2) Leave a forwarding address with the Office of Administrative Staff Personnel Services. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.
- 3) Schedule an exit interview with the Office of Administrative Staff Personnel Services.

Staff members who are retiring should also follow this procedure.

B. The exit interview conducted by a staff member in Administrative Staff Personnel Services includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys, and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys, and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Regulations).

C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Administrative Staff Personnel Services. In addition, the supervisor should inform the President or appropriate vice president of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

PUBLIC EMPLOYEES RETIREMENT SYSTEM

All administrative staff members are required by law to participate in the Ohio Public Employees Retirement System. Staff members contribute 8.5% of gross salary, and the University as the employer, contributes 13.71% of each staff member's annual earnings to PERS. The University picks up payment of the employee's 8.5% share. For purposes of State and Federal income taxes, this 8.5% is excluded from the employee's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS sponsored employment. Members are eligible to retire at age 60 with five years of service, at age 55 with 25 years of service, or AT any any age with 30 years of service. The mandatory retirement age is 70. With the supervisor's approval, however, a staff member may complete the fiscal year in which age 70 is attained. Anytime prior to retirement, accrued contributions may be withdrawn at time of termination of contract. The law requires that three months must elapse from the date the employer certifies that the member left public employment before the refund is made.

Staff members may purchase up to five years of out-of-state or federal civil service for retirement credit provided they have an equivalent amount of retirement credit with an Ohio Retirement system. One advantage of purchasing out-of-state or federal service credit is to increase Ohio retirement monthly benefits.

Staff members who completed a tour of active duty before July 1, 1973, may purchase up to five years of military service for retirement credit provided they have an equivalent amount of service credit with an Ohio retirement system. Career military retirees are exempt from this provision.

Administrative staff members who are on a University-approved leave of absence may be able to purchase a maximum of one year of PERS service credit after they have returned to full-time University service for at least one year.

Administrative Staff Personnel Services is available to assist staff members who are planning to retire or who have general questions about PERS and the retirement process. Administrative staff members are encouraged to visit the Office of Administrative Staff Personnel Services at least three months prior to a planned retirement date for a pre-retirement interview. In addition, for details on any PERS policies you may contact PERS directly:

Public Employees Retirement System
277 East Town Street
Columbus, Ohio 43215
Phone: (614) 466-2085

For administrative staff who have prior credit in or belong to STRS, questions may be addressed to:

State Teachers Retirement System
275 East Broad Street
Columbus, OH 43215
Phone: (614) 227-4090

SEXUAL HARASSMENT POLICY

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative staff, classified staff, and students, and is in keeping with the spirit and intent of guidelines on discrimination because of sex. It is expected that each administrative staff member will make good faith efforts to insure adherence to this policy within that person's area of responsibility. Further, it is the responsibility of administrative staff members to discourage sexual harassment, report such incidents to the Office of Affirmative Action, and cooperate in any investigation which might result.

Concerns related to sexual harassment should be directed to the Office of Affirmative Action, Bowling Green State University. A COPY OF THE SEXUAL HARASSMENT POLICY IS INCLUDED IN APPENDIX A.

UNEMPLOYMENT COMPENSATION

Employment at Bowling Green State University is covered under the Unemployment Compensation Act which may provide income if the unemployment comes through no fault of the administrative staff member and if the staff member is available and seeking work. Should one become unemployed for any reason, the local Bureau of Employment Services should be contacted. If suitable work is unavailable, one may qualify for unemployment compensation. Further information may be obtained from the Office of Personnel Support Services.

Procedures of Application

1. When an application is made by a former administrative staff member for unemployment insurance and the Office of Personnel Support Services is notified by the Bureau of Employment Services, the Office of Administrative Staff Personnel Services will be informed of the application. Personnel Support Services will also seek information from the Office of Administrative Staff Personnel Services concerning the individual's current employment status. If the administrative staff member in question has always been on a term or temporary appointment, Administrative Staff Personnel Services will inform Personnel Support Services that the termination of employment is due to the lack of availability of further work, i.e., appropriate for unemployment compensation.
2. If the termination of employment was voluntary on the part of the administrative staff member, Administrative Staff Personnel Services will so inform the Office of Personnel Support Services. In such a case, unemployment compensation is not permissible. If the termination is

related to some cause in which the administrative staff member has no responsibility for the outcome (e.g., staffing reduction), the Office of Administrative Staff Personnel Services will so inform the Office of Personnel Support Services and endorse the payment of unemployment compensation.

3. In any case where the Director of Personnel Support Services disagrees with the payment of unemployment compensation to a former administrative staff member, the Director will bring the matter to the attention of the Director of Administrative Staff Personnel Services and the appropriate area director or vice president for review.

PAGINATION

ERROR

SECTION II

BENEFITS

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CONTINUING EDUCATION COURSES

ADMINISTRATIVE STAFF MEMBERS ARE ENTITLED TO A 20% DISCOUNT ON REGISTRATION FOR MOST NON-CREDIT COURSES AND CONFERENCES OFFERED THROUGH THE OFFICE OF CONTINUING EDUCATION.

FEE WAIVER POLICY (BGSU Trustees, 1976, Revised July 23, 1982, *stet*
December 10, 1982)

The policy governing these staff benefits shall be as follows: *stet*

I. FULL-TIME EMPLOYEE

A FULL TIME ADMINISTRATIVE STAFF MEMBER IS ONE WHO WORKS 40 HOURS A WEEK ON A REGULAR SCHEDULE AND IS EMPLOYED FULL-TIME FOR MINIMUM OF NINE MONTHS A YEAR. ~~SUCH ELIGIBILITY TO BE DETERMINED BY APPROPRIATE AUTHORITIES.~~ *(including...)*

A PERMANENT PART-TIME ADMINISTRATIVE STAFF MEMBER IS ONE WHO WORKS LESS THAN 40 HOURS A WEEK ON A REGULAR SCHEDULE AND WHOSE CONTRACT INDICATES PART-TIME STATUS. STAFF MEMBERS WHOSE CONTRACT IS TEMPORARY ARE NOT INCLUDED IN THESE DEFINITIONS AND, THEREFORE, ARE NOT ELIGIBLE FOR THESE BENEFITS. *defined up to designate mp.*

Employee

part-time (adm staff member)
~~Full-time employees of the University (including an individual employed full-time at the University but compensated by another agency such as FOTC or a research agency), individuals who have emeritus status, or individuals who have retired from full-time employment at BGSU into STPS or PEPs, may enroll in four courses each year not to exceed two courses per academic term, on either an audit or credit basis without payment of the instructional or general fees.~~ *delete*

Rec-waiver forms are available from the office of the ASF
A. Benefit 1. The *supervisor*
2. One's administrator certifies that the individual's enrollment will not interfere with the discharge of duties as a University employee;

3. One's enrollment in the *course* section of the subject is approved by the appropriate academic dean or area administrator; the form is then forwarded to Administrative Staff Personnel Services for processing;

4. One's enrollment will not prevent a regularly registered student from attending the class section; and

5. enrollment for the course occurs in the Office of Registration and Records.

* An accounting of courses taken each year begins with the fall semester (i.e., from fall semester through the following summer session each year a maximum of four courses may be taken with fees waived, not to exceed two courses per academic term).

1. Employee initiates the processing of the Fee Waiver form. The forms are available...

PERMANENT PART TIME ADMINISTRATIVE STAFF WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY (2080 HOURS OF TWELVE FULL MONTHS) ARE ELIGIBLE FOR AN EMPLOYEE FEE WAIVER. THE FEE WAIVER BENEFIT IS PRO-RTED ACCORDING TO THE PERCENTAGE OF TIME WORKED. STAFF WITH CONTRACT OF 75% - 99% ARE ELIGIBLE FOR 3 COURSES; STAFF WITH CONTRACTS OF 50% - 75% ARE ELIGIBLE FOR 2 ~~C~~COURSES; STAFF WITH CONTRACT OF 25% - 49% ARE ELIGIBLE FOR 1 COURSE.

THE FEE WAIVER BENEFIT ALLOWS ^{permanent} PART-TIME STAFF MEMBERS TO ENROLL IN COURSES, NOT TO EXCEED TWO PER ACADEMIC TERM, ON EITHER AN AUDIT OR CREDIT BASIS WITHOUT PAYMENT OF INSTRUCTIONAL OR GENERAL FEES ACCORDING TO THE SAME RESTRICTIONS NOTED ABOVE FOR FULL-TIME STAFF.

In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedule. When this is not possible, staff members may, with the approval of their supervisor, enroll for a class during the normal workday. All time taken from the regular workday to attend classes must be made up.

Spouse/Child

The child or children and/or cohabitant spouse of a full-time employee, including faculty, INDIVIDUALS WHO HAVE EMERITUS STATUS, ADMINISTRATIVE STAFF, and Civil Service EMPLOYEES (or local equivalent of Civil Service), and employees of the Departments of Aerospace Studies and Military Science, who HAVE has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or as a part-time student at the University, on the campus or at any off-campus branch or center, provided that (1) the individual is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or (2) in the case of natural or adopted child who is not claimed by the employee for federal tax purposes under IRS regulations, that the earnings of child are less than \$1,000 in any calendar year and the employee-parent provides \$1,200 or more of support in any calendar year. An employee is required to certify in a notarized statement that the eligibility conditions are met under provision (2). The general fee and any other course fees or charges will be paid by the student.

Instructional and general fees are waived for faculty and staff who have formally retired into STES or PER3 and who wish to take COURSES ~~a--course~~ on a space available basis. In addition, (undergraduate) instructional fees are waived for dependents of retirees during the time retiree is employed under provisions of the Supplemental Retirement Program. *Enrolled*

~~A--full-time--administrative-staff-member-is-one-who-works-40-hours-a-week--on--a-regular-schedule-and-is-employed-full-time-for-minimum-of-nine-months-a-year--such-eligibility-to-be-determined-by-appropriate authorities.~~

The President of the University is authorized, effective as of September 1, 1976, to provide for the payment of the instructional fee under circumstances determined to be exceptional and appropriate.

Widow, Widower or Child of a Deceased Faculty or Administrative Staff Member

The widow, widower or child of a deceased full-time faculty or administrative staff member who has completed five years of full-time service at Bowling Green State University, may enroll without payment of the instructional fee either as a full-time or a part-time student at the University, on the campus, or at an off-campus branch or center. The general fees and any other course fees or charges will be paid by the student. This policy does not apply if the faculty member or staff member's appointment was terminated for any reason other than by retirement, death, or sickness which led to death. The policy also does not apply to a child who is not eligible to be considered a dependent under the provision of section 151 of the Internal Revenue Code. Appeals of the application of these procedures should be made to the President of the University.

Fee Waivers Agreement Between BOWLING GREEN STATE UNIVERSITY BGSU and UNIVERSITY OF TOLEDO UT

A reciprocal agreement exists between BGSU and UT whereby full-time employees of one university may take courses at the other university with a waiver of fees. This covers full-time employees only and does not include waivers for dependents.

The procedures are outlined below. BG employees will receive the same benefits at the University of Toledo as on our campus. BGSU rules and limitations under the present policy for employees will apply for taking courses at UT.

1. It will be necessary to be properly admitted as a student (either undergraduate or graduate) at UT before enrolling for courses.
2. Expense authorization forms are available in the Office of Administrative Staff Personnel Services.

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY
Effective July 1, 1985

FULL-TIME ADMINISTRATIVE STAFF*

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
HEALTH INSURANCE: HOSPITALIZATION	BGSU	First of month after employment, provided enrollment forms completed on time.	Employee 120-day hospitalization. Includes semiprivate room, nursing, laboratory, diagnostic and other medical services while confined in a member hospital (\$436.63 annually).
	YOU†	SAME	Family coverage (\$661.32 annually).
PHYSICIAN SERVICES	BGSU	SAME	Full cost for <u>single</u> or <u>family</u> . Covers customary and reasonable physician fees for covered surgical services, diagnosis, anesthesia and medical services (single \$179.56 annually and family \$527.48 annually).
MAJOR MEDICAL	BGSU	SAME	Employee Provides 80% insurance for covered medical expenses after \$100 deductible in a six-month period (\$400 deductible if not covered by hospitalization/physician service). After \$1,000 of out-of-pocket expenses, policy pays 100% of covered items. (\$180.72 annually).
	YOU†	SAME	Family coverage (\$236.16 annually)
DENTAL INSURANCE	BGSU	SAME	Full preventative and diagnostic services; 80% (after \$25 deductible) restorative, endodontic and periodontal services; 50% (after deductible) prosthodontic services. Maximum of \$750 calendar year. (\$123.36 annually).
		Employee Coverage Only	
VISION CARE	BGSU	SAME	\$25 for exam (after \$5 deductible), lens maximum to \$65 and frame maximum of \$20 (after \$10 deductible). Benefits available every 24 months (\$31.56 annually).
		Employee Coverage Only	
LIFE INSURANCE ACCIDENTAL DEATH DISMEMBERMENT (John Hancock Mutual Life Ins. Co.)	YOU**	Upon Employment	Based upon employee's contract salary: Less than \$12,000 salary--\$20,000; \$12,000-\$16,999 salary--\$40,000; \$17,000 and over--2 1/2 times salary. An amount equal to your share of the premium is included in and will be deducted from your pay.
LONG-TERM DISABILITY (John Hancock Mutual Life Ins. Co.)	YOU**	One Year Following Employment	After six months of total disability, policy pays 60% of monthly salary (but not more than \$2,000), payable until 65th birthday except for 24-month maximum benefit for nervous/mental disabilities.
TRAVEL ACCIDENT RISK INSURANCE (Continental Casualty Co.)	BGSU	Upon Employment	\$50,000 accidental death and dismemberment insurance when traveling on University business. Benefits range from \$25,000 - \$50,000.
DEPENDENT LIFE INSURANCE (John Hancock Life Ins. Co.)	YOU†	Upon Employment	\$10,000 for spouse; \$5,000 for each child (6 months to age 21); and \$500 for each (15 days to 6 months). Cost is \$4.10 per month regardless of the number of dependents.
INCOME PROTECTION PLAN (DISABILITY) (Educators Mutual Life Ins. Co.)	YOU†	Approved Date of Application Form	Variable monthly benefits available for disability from illness or injury (includes accidental death benefits).

*A full-time administrative staff member is one who works 40 hours per week on a regular schedule and is employed full-time at least one calendar year. (Exception: To be eligible for insurance benefits, a staff member must be employed at least 5 months.) Benefits explained on pages 46 - 48 apply to all full-time staff members. For a more complete explanation of insurance benefits, contact the Insurance Administrator; for information about other benefits contact Administrative Staff Personnel Services.

**Rates for Life, Accidental Death and Dismemberment, and Long-Term Disability are based on the salary scale available from Office of Insurance Administrator.

†Coverage optional.

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT	EGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary and payment options. <div> <div>PERS</div> <div> Employee Contribution - 8.53% of salary University Contribution - 13.71% for PERS </div> </div> <div> <div>STRS</div> <div> Employee Contribution - 8.75% of salary University Contribution - 14.00% for STRS </div> </div>
Public Employees Retirement System (PERS)**			
State Teachers Retirement System (STRS)**			
<p>NOTE: University employees are not covered by social security. *University will pick up this required employee contribution and pay this amount directly to PERS/STRS on behalf of the employee as an additional employer contribution. This amount is deemed to be deferred income for federal income tax purposes and is not taxed until ultimately received as part of PERS/STRS pension benefits or is a refund at termination of employment.</p> <p>**New administrative staff members are always enrolled in PERS EXCEPTION: A member of STRS who transfers directly from a faculty position at EGSU to an administrative staff position at EGSU retains membership in STRS.</p>			
SUPPLEMENTAL RETIREMENT PROGRAM (Less than seventy (70) years of age)	EGSU and YOU	Upon Retirement With at Least Ten Years of Full Time Service	Options for post-retirement part-time employment, term and paid-up life and/or annuity insurance and fee waivers for retirees and dependants.
TAX DEFERRED ANNUITIES	YOU	Upon Employment	An additional portion of one's salary may be deferred through purchase of annuities from several authorized carriers subject to pertinent Internal Revenue Service rules. (This additional portion is optional.)
SICK LEAVE	EGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year. Full-time staff who are contracted for less than twelve months earn a pro-rated amount of sick leave. At retirement (with at least 10 years of State service), 1/4 of accrued sick leave may be paid in cash (maximum--30 working days) or applied to paid up life or annuity insurance.
HOLIDAYS	EGSU	Upon Employment	Ten holidays. Full-time staff who are contracted for less than 12 months, are entitled to holidays that occur during their contract period.
VACATION	EGSU	After One Year of Service	Vacation is earned at the rate of 1-2/3 days per month (20 days annually). Full-time staff who are contracted for less than 12 months and those who receive time off with pay during academic recess are not eligible for vacation.
MILITARY LEAVE	EGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	EGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Bursar's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	EGSU	Upon Employment	Parking decals furnished without cost for one vehicle.
FEE WAIVERS	EGSU	Upon Employment	Full-time employees may enroll in four courses each year, not to exceed two courses per academic term (audit or credit) without payment of the instructional or general fee. After the employee has worked full-time for five years, his/her spouse and/or dependent children may enroll as full-time or part-time students without payment of the instructional fee.

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY - FULL-TIME ADMINISTRATIVE STAFF -Continued

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio law.
DISCOUNTS	BGSU	Upon Employment	Available to full-time employees for purchases at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for most continuing education courses.
U.S. SAVINGS BONDS	YOU	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit of paychecks to any bank or savings and loan is mandatory.
CREDIT UNION	YOU	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

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PART-TIME ADMINISTRATIVE STAFF*

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT Public Employees Retirement System (PERS)	BGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary, and payment options. Employee payroll deduction - 0.5% of salary University contribution - 13.71% for PERS Note: University employees are not covered by social security.
TAX-DEFERRED ANNUITIES	YOU	Upon Request	A portion of one's salary may be deferred through purchase of annuities from several authorized carriers.
SICK LEAVE	BGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year for full-time staff. Part-time staff earn sick leave on a pro-rated basis according to the number of hours/days per month in their contract.
HOLIDAYS	BGSU	Upon Employment	Ten holidays. Part-time staff are entitled to holidays that occur during their contract period.
VACATION	BGSU	After One Full-time Equivalent Year of Service	Vacation is earned at the rate of 1-2/3 days per month (20 days annually) for full-time staff. Part-time staff who are contracted for 12 months and who work part of each week earn vacation on a pro-rated basis.
MILITARY LEAVE	BGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	BGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Bursar's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	BGSU	Upon Employment	Parking decal furnished without cost for one vehicle.
FEE WAIVERS	BGSU	After One Full-time Equivalent Year of Service	Part-time employees may enroll in courses without payment of instructional or general fees. The number of courses per year is pro-rated according to the percent of time worked.
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio Law.
DISCOUNTS	BGSU	Upon Employment	Available for purchases at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for most continuing education courses.
U.S. SAVINGS BONDS	YOU	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit for paychecks to any bank or savings and loan is available.
CREDIT UNION	YOU	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

*Coverage is optional.

*For more information about these benefits, contact Administrative Staff Personnel Services.

HOLIDAYS

Bowling Green State University observes ten holidays each year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas. Martin Luther King Day, Presidents' Day and Columbus Day are designated by law as floating holidays. Each year the University may reassign those days to any other day of the year.

If a holiday falls on Sunday, it is normally observed on the following Monday; if a holiday falls on Saturday, it is normally observed on the preceding Friday. When it is necessary for an administrative staff member to work on a holiday, an equal amount of time may be taken at a later date at a time mutually agreed upon with the supervisor.

INJURY WORKERS' COMPENSATION

Administrative staff members are protected by the State Workers' Compensation Law for on-the-job injuries or occupational diseases. This protection also extends to injuries received during travel for authorized University activities. Workers' compensation provides for the payment of professional medical bills and for compensation for absences from work which exceed accrued sick leave.

All injuries sustained on campus and/or in the course of employment must be reported immediately to the Office of Public Safety which may conduct an investigation. An Accident Report Form must be completed and delivered to Environmental Services Office, Shatzel Hall, within 48 hours of injury. The form must be signed by the injured employee and by the supervisor.

LEAVE OF ABSENCE

A leave of absence without pay may be granted to a full-time administrative staff member by the area supervisor. The supervisor should consider the following factors before granting a leave of absence:

1. receipt of written leave request be at least one month prior to the effective date of the leave;
2. length of leave of absence requested;
3. determination of whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the operation.

When a leave of absence without pay is approved, the supervisor should inform the President or Vice President of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. NO LESS THAN 10 DAYS PRIOR TO THE START OF THE LEAVE OF ABSENCE, THE SUPERVISOR SHOULD NOTIFY THE STAFF MEMBER IN WRITING THAT THE LEAVE HAS BEEN APPROVED.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. ~~by the insurance company.~~ Insurance coverage is provided by the University to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. Additional insurance benefits may be available for a disability leave of absence. IF A STAFF MEMBER DECIDES NOT TO RETURN FROM A LEAVE OF ABSENCE, HE/SHE SHOULD NOTIFY THE SUPERVISOR NOT LESS THAN ONE MONTH PRIOR TO THE DATE OF TERMINATION.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY, PATERNITY, LEAVE

Pregnancy, ^{ADOPTION} and childbirth ^{or adoption} may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth ^{or adoption} which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, ^{or adoption} and childbirth ^{or adoption} without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, ^{or adoption} and childbirth is to be arranged on mutually acceptable ^{written} terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ^{See Leave of Absence Policy.}

~~Sick leave is authorized for that period of time the staff member is physically unable to work as determined by her physician. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a maternity leave to review benefits and procedures. Written documentation about the leave is required.~~

~~concerning terms of the leave~~

no reason to make different than other sick leave.

MILITARY LEAVE

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and a copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the President or the area vice president, and the office of Administrative Staff Personnel Services at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to Bowling Green State University within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to replace an employee on military leave. A staff member on military leave who re-enlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Questions about military leave should be addressed to the Office of Administrative Staff Personnel Services.

RELIGIOUS SERVICES

An administrative staff employee may be granted a two-hour release time period to attend a religious service which occurs during normal working hours. Arrangements for doing so must be made in advance with the immediate supervisor.

If an administrative staff member requires more than two hours for a religious service, that excess time must be taken as vacation or leave without pay must be used.

It is recognized that individuals of certain religions observe their holidays on days which have not been designated as legal holidays by state law. Arrangements relative to time off in such instances are to be mutually agreed upon by the immediate supervisor and the administrative staff member. Time off may be taken in exchange for another University recognized holiday during which all offices may not be closed (e.g., Veteran's Day). If arrangements relative to the exchange of time cannot be made, vacation time may be used. Supervisors are encouraged to be flexible in the application of this policy.

UNIVERSITY BENEFITS AFTER RETIREMENT

The following benefits are awarded to full-time faculty and administrative staff upon formal retirement into the State Teachers Retirement System or the Public Employees Retirement System:

1. a permanent ID card which designates the individual as retired faculty or administrative staff;
2. the same library and computer privileges as currently held;
3. the person's name placed on the mailing lists for "At Bowling Green" and "Monitor";
4. the same discounts or charging privileges granted to current faculty and administrative staff members;
5. provide whenever possible appropriate office space and the requisite support services whenever a retired administrative staff member is engaged in part-time instruction or other paid services;
6. the opportunity to audit COURSES ~~a--course--~~ or take COURSES ~~a--course~~ without payment of the instructional, facility or general fees on a space available basis;
7. when requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions, and
8. when requested, continuing access to the recreational facilities of Bowling Green State University on the same basis as current faculty and administrative staff.

SUPPLEMENTAL RETIREMENT PROGRAM FOR FACULTY AND ADMINISTRATIVE STAFF

Eligibility

Faculty or administrative staff must meet the eligibility requirements for the State Teachers Retirement System or the Public Employees Retirement System, must be less than seventy years of age at the time of retirement, and must have completed at least ten years of full-time service at Bowling Green State University to be eligible to receive the supplemental retirement benefit options outlined below. Faculty or administrative staff who wish to exercise one or more of the options in the program must submit a letter of intent to the Vice President for Academic Affairs as indicated.

Post-Retirement Employment Option

Faculty or administrative staff who retire before the age of seventy are assured of limited employment at the University (one academic semester or equivalent per calendar year) on terms acceptable to B.G.S.U. and the retiree for a period of five consecutive years after retirement or until the age of seventy, whichever comes first. The employment contract must conform fully to applicable STRS/PERS regulations.

The adjusted salary of the faculty retiree whose last full-time contract was nine months will be one-fourth times the final contract for those who teach the full supplemental retirement teaching load during the summer session and one-third times the final contract for faculty who teach a full supplemental retirement load during the fall semester; the adjusted salary of the faculty or administrative staff retiree whose last full-time contract was twelve months will be one-fourth times the amount of the final contract. Retirees choosing the supplemental retirement option shall receive salary adjustments each year they work equal to the percentage of increment in the salary pool given to full-time contract employees. The increments are to be added to the salary earned during the final contract year of full employment to determine the salary base upon which the supplemental retirement salary is calculated.

Employment opportunities for faculty will be teaching and employment opportunities for administrative staff will be service, depending upon the expertise of the individual and the needs of the University. However, it is expected that a faculty retiree will teach a full instructional load (at least 8 semester hours) for the summer session except that it may be for fall semester if directed by the Vice President for Academic Affairs. Administrative staff will provide service for fifty-nine working days per year as permitted by PERS and as determined by the area Vice President.

The retiree must select and agree to this option no later than December 1 during the final full-time contract year. The retiree must sign an annual contract and perform the services on an acceptable basis thereafter, as approved by the appropriate dean or

vice president, in order to keep the employment option in force. Failure to sign the initial contract will indicate that the person does not wish to exercise this option; failure to sign subsequent contracts or failure to perform services at acceptable levels negates this option. The University is under no obligation to extend post-retirement employment to the retiree beyond the "five-year" or "age seventy" limits. Retirees selecting the supplemental retirement option must indicate each year at the specified time their intent to work the succeeding year; however, the individual shall be permitted a one year's leave of absence during the five years of guaranteed employment without jeopardizing future employment eligibility (except during the last year of eligibility), provided the employing department approves.

~~Counseling Services Option~~

~~The Faculty Development Center will coordinate the counseling and advising services to faculty and administrative staff on pre-retirement and career change alternatives. Services will include information about procedures in applying for STRS/PERS benefits and an examination of available alternatives in paying benefits. Any faculty or administrative staff member may receive these services by scheduling appointments with the Director of the Faculty Development Center.~~

Instructional Fee Grants for Retirees and Dependents Option

Retired faculty and staff currently have the opportunity to audit or take COURSES ~~a course~~ without payment of the instructional, facility and general fees on a space available basis. In addition to this benefit, undergraduate instructional fee grants will be extended to dependents (as defined in the University's existing regulations on employee fee waivers) of those persons retiring during the 1980-81 academic year or thereafter.

Term Life Insurance Option

Eligible retirees will have the option of continuing their term life insurance program on the same formula as current full-time faculty and administrative staff, i.e., two and one-half times the base salary adjusted for part-time employment. Retirees who agree to post-retirement employment with the University will pay the scheduled annual premium applicable to their new salaries for the life insurance coverage. This option must be exercised at least 90 days prior to the date of official retirement.

Retirement Benefit Account Option

A retirement benefit account will be established by the University for each eligible retiree if the retiree chooses to place his or her current accrued vacation and/or sick leave benefit in such an account instead of receiving the funds as a cash payment at

the time of retirement. The funds in the retirement account will be expended by the University at the direction of the faculty or administrative staff member to acquire a paid-up life insurance policy and/or a paid-up annuity. This option must be exercised at least 90 days prior to the date of official retirement.

Program Implementation

The supplemental retirement program will be coordinated through the Office of the Vice President for Academic Affairs. Implementation procedures will be announced by the Vice President for Academic Affairs following consultation with an advisory committee comprised of representatives of the faculty, administrative staff, and deans. An annual report of the program's operations (including costs, replacement policies, etc.) will be prepared by the Vice President for Academic Affairs and submitted to the Board of Trustees.

TAX SHELTERED ANNUITY

Retirees selecting the supplemental retirement option shall have the opportunity to continue payroll deductions to their tax sheltered annuity plans during the part-time employment years with the University.

Continuation of Current Retirement Benefits

In addition to the options and benefits identified in this policy, the benefits contained in the section entitled "University Benefits After Retirement" will continue to be provided those faculty or administrative staff who retire formally into STPS or PERS.

Questions about the supplemental retirement program should be addressed to the Office of Administrative Staff Personnel Services. THAT OFFICE PROVIDES ASSISTANCE TO ADMINISTRATIVE STAFF MEMBERS ON PERS AND SUPPLEMENTAL RETIREMENT APPLICATION PROCEDURES AND GENERAL INFORMATION CONCERNING RETIREMENT.

SICK LEAVE POLICY

Sick leave shall be earned at the rate of 1 1/4 days per month for full-time, twelve month staff beginning with the first month of employment. There is no limit on the amount of sick leave that can be accrued. Administrative staff members may use sick leave for absences due to:

- a. Personal illness, injury, pregnancy, exposure to contagious disease which could be communicated to other employees and to illness, injury, or death in the staff member's immediate family. The area supervisor may approve sick leave in the case of a member of the immediate family not living in the same household.

With the approval of the responsible administrative officer, sick leave may also be used for absences due to:

- b. Medical, dental, or optical examination or treatment of staff member or member of the immediate family.
- c. Death in the immediate family -- limited to ten working days.
- d. Attendance at the funeral of a friend or relative not identified as immediate family -- limited to one working day.

Definition of immediate family: brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandparent, a legal guardian or other person who stands in place of a parent.

When a staff member is unable to work, the immediate supervisor (or other designated person) should be notified on the first day of absence, if possible. Otherwise, the absence may be charged to leave without pay.

A report should be completed by the staff member for every use of sick leave and forwarded to the area administrator or designee who is responsible for maintaining sick leave records. Supervisors may request documentation for sick leave absences.

Records of sick leave should be maintained by the staff member's supervisor or a designee on a monthly basis with accrual, use, and balance of sick leave noted. At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing sick leave use, accrual, and balance for July-December and January-June of the year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

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In the event a staff member exhausts accumulated sick leave because of an extended illness, the staff member may be retained on the payroll for an additional period of time if recommended by the area head, and approved by the Vice Presidents or President. Consideration should be given to years of service, extent of illness, or other extenuating circumstances.

Full-time staff members who are contracted for less than twelve months and part-time staff earn sick leave on a pro-rated basis, according to the number of hours/days per month in their contract.

A staff member eligible for Worker's Compensation may choose to use sick leave before such payments are made (sick leave is usually of greater advantage to the staff member).

The Ohio Revised Code stipulates that state employees who have ten or more years of service with the State of Ohio may at the time of retirement from active service with the State elect to be paid in cash for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for thirty days. Such payment shall be based on the staff member's rate of pay at the time of retirement. Payment for sick leave on this basis will eliminate all sick leave credit accrued by the staff member, such a payment may be made only once to any employee.

The President and Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current sick leave records.

Questions about the sick leave policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty days for each year of service. During the first year of employment, the twenty days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly pro-rata basis, i.e., 1 2/3 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence or while employed elsewhere.

Staff members are expected to utilize their vacation annually and at a time approved by the area supervisor. A maximum of forty days of vacation may be accumulated at any one time. It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each WEEK ~~day~~ earn vacation on a prorated basis. For example, an employee contracted to work FIFTY PERCENT ~~two-thirds of each day~~ for 12 months AND WORKS PART OF EACH WEEK, earns vacation at ONE-HALF ~~two-thirds~~ the normal rate. PART-TIME 12-MONTH ADMINISTRATIVE STAFF MEMBERS WHO HAVE COMPLETED THE EQUIVALENT OF ONE FULL YEAR OF SERVICE AT BOWLING GREEN STATE UNIVERSITY ARE ELIGIBLE TO UTILIZE EARNED VACATION. AT THE TIME OF SEPARATION FROM EMPLOYMENT WITH THE UNIVERSITY, PART-TIME ADMINISTRATIVE STAFF ARE NOT ELIGIBLE FOR PAYMENT OF UNUSED VACATION CREDIT.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

SECTION III
GENERAL POLICIES

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COMPENSATORY TIME

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation. (See also Holiday Policy).

JURY DUTY

Full University pay shall be granted when an administrative staff member is subpoenaed for any court or jury duty by the U.S., the State of Ohio, or a political subdivision. All compensation received for court or jury duty shall be remitted by the administrative staff member to the Office of the Bursar, Bowling Green State University, except when such duty is performed outside the normal working hours or while the administrative staff member is on vacation.

KEY REGULATIONS

Administrative staff members are issued office and building keys necessary to their assignments. No keys are issued until a key authorization card is approved by the staff member's area head. Keys may be signed for and obtained at the Physical Plant Office 48 hours after the authorization card has been submitted. All keys remain the property of the State of Ohio. When an administrative staff member terminates or changes assignment and certain keys are no longer required, the keys must be returned to the Physical Plant Office.

It is to everyone's advantage that the locking system at the University be as secure as possible. For that reason, the following procedures apply:

1. All keys will be requested by description of the area to be accessed, not by university key number.
2. All requests will be signed by a department chair, director, dean, vice president, or appropriate administrator.
3. When an employee transfers to another position on the campus, his/her keys will be returned to the Plant Operations Department and not taken to the new assignment. The new position will affect which keys will be assigned.
4. Keys may be ordered by telephone to save a trip to Plant Operations so they will be ready when the employee picks them up. Each person must pick up his/her own keys. Grand Master keys are authorized through the Director of Public Safety, and are to be picked up at Public Safety.

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5. Employee keys will not be passed on to an employee's replacement but will be reissued by the Plant Operations Department, or Public Safety, as appropriate.
 6. When an employee loses a key, the replacement key must be reauthorized in writing by the department head and approved by a dean of vice president. A charge may be assessed.
 7. When any person having a university key leaves the employment of the University, all keys are to be returned to the Plant Operations Department and a receipt issued before issuance of a final pay check. Grand Master keys are to be returned to the Director of Public Safety.
 8. On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any university facility or equipment except by the authorization of the Director of Plant Operations and Maintenance of Bowling Green State University.

PARKING

Designated parking areas are located within the campus. Every vehicle parked on property owned or controlled by Bowling Green State University is required to be registered. Registration should be completed during the first two days of employment.

One parking fee waiver is provided by the University for each employee; decals for any additional vehicles must be purchased by the individual. In order to register a vehicle, the license number, vehicle registration form, and the completed fee waiver form (obtained from your department) should be presented at the BGSU Parking and Traffic Office.

Bicycles and mopeds parked on campus must be operated and parked in a manner which conforms with ordinances of the City of Bowling Green and regulations of the University. All bicycles operated or parked on the University campus must be registered with the City of Bowling Green. As a service, the BGSU Parking and Traffic Office will register bicycles with the city. This is a cooperative service provided by the University and the Bowling Green Police. License numbers will be recorded and maintained as a means of identification in case the bicycle or moped is lost or stolen. There is a one-time, one dollar charge for the registration service.

PARKING REGULATIONS FOR HANDICAPPED INDIVIDUALS

The following parking regulations are to assist handicapped individuals:

Permanent wheelchair spaces are marked with handicapped signs and are solely for the use of persons requiring a wheelchair. Individuals using these spaces must have an international access sign displayed on the rear bumper of the vehicle in addition to the appropriate decal.

Any administrative staff member or student who has a mobility limitation resulting from a health problem or physical disability, and who requires special parking arrangements, should discuss the problem with the Director of Handicapped Services or the Associate Director for Parking and Traffic.

Staff members having visitors who require special parking arrangements on the basis of a mobility limitation should contact the Director of Handicapped Services or the Associate Director for Parking and Traffic at least a week in advance of the date needed in order to obtain a free parking permit.

PAYROLL PROCEDURES AND DEDUCTIONS

Paychecks are directly deposited BY THE PAYROLL OFFICE into an account at a financial institution of the staff member's choice. ~~by the Payroll Office.~~ The necessary permit forms may be obtained and signed in Payroll Office or the Office of Administrative Staff Personnel Services. All wages are subject to appropriate income taxes. Main campus staff are required to pay City of Bowling Green 1.5% income tax. Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office. It is against state regulations to issue advance payment of salaries.

Administrative staff members are paid on the 20th of each month for the calendar month period. In the event the 20th falls on a weekend or a holiday, payment will be made on the last working day preceding the 20th.

Payment for consulting and other supplemental services to the University will be processed through the Payroll Office and added to the next regular paycheck--subject to applicable federal, state, city taxes and deductions for retirement and group insurance coverage.

Payroll Deductions

Bowling Green State University is required by law to make the following deductions from your paychecks:

- (1) Federal and State Income Taxes (Figured on the basis of your gross salary less group insurance deduction and any tax deferred annuity reduction.)
- (2) City Income Tax
 - (a) Income taxes levied by the City of Bowling Green are figured on the basis of your gross salary less the group insurance deduction.
 - (b) Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office.

- (3) Public Employees Retirement System, State Teachers Retirement System (based on the University pick-up plan, see PERS.)

- (4) Group Insurance Coverage (for full-time staff)

In addition, deductions which may be withheld at the employee's request are:

- (1) Tax-deferred annuities
- (2) Family Hospitalization, if carrying sponsored dependents (full-time staff)
- (3) Educators Insurance - income protection (full-time staff)
- (4) Savings Bonds
- (5) United Way contributions
- (6) Dependent life insurance (full-time staff)
- (7) Credit Union
- (8) Contributions to B.G.S.U. Foundation, Inc. (i.e. Falcon Club, President's Club, Parent's Club, etc.)
- (9) Accounts Receivable (i.e., Bursar's Office)

POLITICAL ACTIVITY

Whether an administrative staff member may hold a non-university elected or appointed position is dependent upon the compatibility of the two positions involved. Positions are considered incompatible when any of the following situations exists: one position is subordinate to or in any way a check upon the other, time or energies are taken from the duties of the University position, or some specific constitutional or statutory bar exists precluding a person from serving in both positions. If the offices are compatible in these respects, then an employee may engage in such activity.

PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

BOWLING GREEN STATE UNIVERSITY SUPPORTS AND ENCOURAGES PROFESSIONAL DEVELOPMENT AND EDUCATIONAL GROWTH FOR ADMINISTRATIVE STAFF. WORKSHOPS AND TRAINING PROGRAMS SPONSORED BY THE UNIVERSITY ARE OFFERED THROUGHOUT THE YEAR. GUIDELINES HAVE BEEN ESTABLISHED TO ASSIST WITH PROGRAM SELECTION AND IMPLEMENTATION. A COPY OF THE GUIDELINES FOR PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS IS INCLUDED IN APPENDIX B.

PROPERTY DISPOSAL

Facilities and equipment owned, leased, or otherwise controlled by the University may be used for university related purposes by university personnel, students, or the general public with appropriate administrative approval. Use of university facilities or equipment for personal gain is prohibited, is subject to prosecution, and may be grounds for dismissal. Refer to the Business Procedures Information Manual for information regarding policy on use and disposal of University property.

SEVERE WEATHER POLICY

Occasionally, because of heavy snowfall or other adverse weather conditions it may be necessary to announce either: 1) a cancellation of classes or 2) the closing of the University for some temporary period of time. Should either condition arise, announcements will be made via local radio and television stations regarding changes to class and work schedules.

It should be noted that there is a difference between classes being cancelled and an announcement that the University is closed. "Cancellation of Classes" indicates that students need not report to class. Under a "cancellation of Classes" situation, all other support functions will be maintained and all administrative staff members should report to their assignments at their regularly scheduled time.

*Exec
Com.*

If an emergency is declared necessitating a close-down of the entire University, only essential employees are expected to report to or remain at their jobs. This includes some food service and custodial personnel, telephone operators, public safety officers, power plant employees, snow removal crews, and some maintenance staff. Should this occur, special directions and announcements will be made at that time via local media and a campus communication network.

Questions relating to a radio or television announcement concerning cancellations or closings can be clarified by calling the campus operator.

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...." (Board of Trustees, 1959)

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

rest Academic Buildings: There shall be no smoking in classrooms, laboratories, or other instructional rooms ^{or} at any time. Smoking in academic buildings shall be confined to offices & hallways ~~or restrooms~~.

Office Buildings: There shall be no smoking in offices and meeting rooms designated no smoking areas. Receptacles will be provided in offices areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways & lobbies ~~and restrooms~~.

Residence Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theatres, Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways ~~and lobbies, restrooms~~ where receptacles will be provided.

Libraries: Smoking by library patrons is permitted only in the snack bar ~~and restrooms~~. Areas for staff smoking is at the discretion of library departments.

Health Center: There shall be no smoking ~~in public areas of the Health Center by patients or employees.~~

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of busses. Smokers are encouraged not to smoke in small vehicles.

SOLICITATION POLICY

THE SOLICITATION POLICY HAS BEEN ESTABLISHED TO ENSURE THAT EMPLOYEES HAVE THE ABILITY TO PERFORM THEIR DUTIES FREE FROM INTRUSIONS AND THAT THE MISSION OF THE UNIVERSITY SHALL PROCEED UNHAMPERED. A COPY OF THE SOLICITATION POLICY IS INCLUDED IN APPENDIX C.

TRANSFER OF EMPLOYEES BETWEEN ADMINISTRATIVE AND CLASSIFIED STATUSPolicy

In keeping with the provisions of the Ohio Revised Code and the guidelines established by the Board of Trustees, this policy statement establishes a basis for the transfer of employees between Administrative and Civil Service status, hereafter referred to as "Unclassified" and "Classified" employees respectively.

The Ohio Revised Code and Trustees guidelines generally authorize Unclassified appointments only to staff members broadly engaged in professional, executive or managerial level responsibilities.

A transfer between Classified and Unclassified status must satisfy all of the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned;
2. It must be based upon a substantive and demonstrable change in duties and responsibilities;
3. It cannot be justified solely upon the basis of factors related to compensation; and
4. In the case of a proposed movement to the unclassified status, it must be demonstrated that there is no suitable classification in Classified status that would be more appropriate.

Procedures

The procedures for requesting a transfer from one status to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment, and recommendation).
2. Final approval for a transfer between the Classified and Unclassified status rests with the appropriate Vice President, consistent with University policy.

Scope

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.

TRAVEL

Off-campus travel on University business and to professional meetings may be reimbursed in part or in full depending upon departmental policies and available funds. All reimbursement is subject to state regulations, a copy of which may be obtained from the Business Office.

Each administrative unit budget supervisor is responsible for approving travel expenses for individual departments. The administrative unit supervisor must seek approval for personal travel reimbursement from the next level administrator. The completed copy of the "EGSU Travel Expense Report" should be submitted to the Business Office for reimbursement.

VOTING TIME

Administrative staff members are encouraged to vote in local, state, and national elections before and after regular hours or during the lunch break. When this is not possible, a staff member may be excused for one hour to vote with the approval of the immediate supervisor.

APPENDIX

Sexual Harassment Policy

A

Professional Development Program Guidelines

B

Solicitation Policy

C

APPENDIX A

SEXUAL HARASSMENT POLICY FOR BOWLING GREEN STATE UNIVERSITY

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Policy Statement

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

Policy Guidelines and Procedures

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment.

III. Responsibilities

- A. On a university-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Affirmative Action Office.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "sexual harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review indicate.

A. Procedure for the Complainant

- 1. Any individual who believes that he or she has been sexually harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
- 2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.

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3. Before the Office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
 4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.
 5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.
 6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of sexual harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.
2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the respondent,
 - b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.
3. If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

C. Principles

In investigating complaints of sexual harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
2. The investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of sexual harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.
4. An individual bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

Professional and Educational Development Programs

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs which address these objectives:

GUIDELINES

Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program which is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University. These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition.
 - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
 - the program enhances knowledge or skills related to performance;
 - the knowledge or skills acquired through the program benefit the University and the individual;
 - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:

- the program topic serves the interest of the University, but is not primarily task related;
- the program serves to enhance knowledge of and appreciation of other University areas and departments;
- the program serves to develop and/or strengthen relationships among areas and departments within the University.

PROCEDURES

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Director of Administrative Staff Personnel Services.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.
3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.
4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservation, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president.

Bowling Green State University
Employee Solicitation Policy

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PREFACE

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the missions of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, 1. of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified, administration).

DEFINITIONS

1. Working time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
2. Internal organization: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. External organization: Any organization or association of individuals that is not made up exclusively of University employees.
4. Solicitation: Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of working time

A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

II. Use of facilities(a) campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University of made up exclusively of students of University employees (whether or not affiliated

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with state or national societies or associations). No commercial use shall be made of the campus mail system.

(b) space

Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space of facility. Normally, requests to reserve or have access to University space must be filed 48 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or over-lapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to prior reservation, then the University will immediately notify the requesting party of such conflict.

(c) bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

III. Distribution of literature

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in II, b (space).

IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.



Bowling Green State University

March 18, 1985

MEMORANDUM

TO: Dr. Paul J. Olscamp
Dr. Dwight F. Burlingame
Dr. Eloise E. Clark
Dr. Richard R. Eakin
Dr. Mary M. Edmonds
Mr. Philip R. Mason
Mr. Paul R. Nusser
Dr. Karl A. Vogt

FROM: Susan Caldwell, Director *Susan Caldwell*
Administrative Staff Personnel Services

SUBJ: Recommended Policy Changes for the 1985-86 Administrative Staff Handbook

xc Paul You
Nolan Edgerton
Susan Dawson
Pat Fitzgerald
In your info
files
3/19/85
Agnes Prokes

Several weeks ago, a draft copy of the 1985-86 Administrative Staff Handbook was sent to you. It included recommended editorial changes for the handbook. The Administrative Staff Council, at its March 7 meeting, considered and approved two recommended policy changes for the 1985-86 Administrative Staff Handbook. They have asked me to forward these recommendations to Administrative Council for review and approval. The two policies under consideration are 1) Maternity/Paternity Leave and 2) Smoking Regulations. The changes are incorporated in the attachments.

The Maternity/Paternity Leave policy appears on page 31 of the draft copy of the handbook. One of the changes recommended by the Administrative Staff Council is to add Adoption Leave to the policy so that staff members adopting children would have the same leave privileges that are already provided for pregnancy and childbirth. In addition, the ASC recommends eliminating the last paragraph of the policy as it is presently written because that paragraph pertains to the use of sick leave by women only.

The Smoking Regulations appear on pages 44-46 of your 1985-86 draft copy of the handbook. The Administrative Staff Council feels that smoking should be prohibited in restrooms of academic and office buildings and the libraries because of lack of adequate ventilation. The attached copy of the regulations reflects this recommendation as well as the current smoking policies for the Health Center and Student Recreation Center. The term "residence halls" has been changed to "dining halls" which is more accurate since there is no general smoking policy for the residence halls. Because the smoking regulations are University policy affecting more than the administrative staff, the Administrative Staff Council realizes that it may be necessary to obtain faculty, classified staff, and student input before the policy can be enacted.

We would appreciate your reviewing these policy recommendations and the editorial changes included in your draft copy of the 1985-86 Administrative Staff Handbook. In order to present the handbook to the Board of Trustees at the April 12 meeting, it will be necessary to prepare final copies for the Board members by April 1. If you have questions about these recommendations, please do not hesitate to contact me or Joe Martini, ASC Chair. Thank you for your time and consideration.

SC:mmm
Attachments
xc: Joe Martini

MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, and childbirth OR ADOPTION may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth OR ADOPTION which the administrative staff member expect will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy and childbirth OR ADOPTION without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, and childbirth OR ADOPTION is to be arranged on mutually acceptable WRITTEN terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. ADMINISTRATIVE STAFF MEMBERS SHOULD CONTACT THE OFFICE OF ADMINISTRATIVE STAFF PERSONNEL SERVICES AS EARLY AS POSSIBLE PRIOR TO A LEAVE TO REVIEW BENEFITS.

~~Sick--leave--is--authorized--for--that--period--of--time--the--staff--member--is--physically---unable---to---work---as---determined--by--her--physician. Administrative---staff---members---should---contact---the---Office---of--Administrative--Staff--Personnel--Services--as--early--as--possible--prior--to--a--maternity--leave--to--review--benefits--and--procedures.---Written documentation--about--the--leave--is--required.~~

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking in the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...."

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in the classrooms, RESTROOMS, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, AND hallways ~~or-restrooms~~.

Office Buildings: There shall be no smoking in offices, RESTROOMS, and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways AND lobbies ~~and-restrooms~~.

DINING ~~Residence~~ Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways AND lobbies, ~~--restrooms--where--receptacles--will--be--provided.~~

Libraries: Smoking by library patrons is permitted only the snack bar ~~and--restrooms~~. Areas for staff smoking is at the

discretion of library departments.

Health Center: There shall be no smoking in ~~public-areas-of-the~~ Health Center by patients or employees.

STUDENT RECREATION CENTER: THERE SHALL BE NO SMOKING IN THE STUDENT RECREATION CENTER.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of buses. Smokers are encouraged not to smoke in small vehicles.

VACATION POLICY FOR ADMINISTRATIVE STAFF
SURVEY OF STATE UNIVERSITIES IN OHIO

	Annual Rate of Accrual	How Accrued	Maximum Accrual	Payment at Termination
Akron	22 days	Monthly (1.833 days per month)	Cannot exceed 22 days on July 1 (can exceed 22 days during the year)	22 days
Bowling Green	20 days	Monthly (1.67 days per month)	Cannot exceed 40 in any month	40 days
Central	20 days	Accrue 40 hours at end of each quarter (Jan.-Mar., Apr.-June July-Sept., Oct.-Dec.)	Cannot exceed 160 hours (20 days) on July 1 (can exceed 160 hours during the year.)	20 days (160 hrs.)
Cincinnati	22 days	Monthly (1.83 days per month)	Cannot exceed 66 days in any month	66 days
Cleveland	22 days	Accrue every pay period (twice a month)	Cannot exceed 44 days in any pay period	22 days
Kent	20 days (25 days after 25 years svc.)	Credited at beginning of fiscal year (or pro- rated if start after after July 1)	60 days (75 days) balance at the end of fiscal year	60 days (75 days)
Medical College	20 days	Bi-weekly pay period 6.14 hours per pay period	Cannot exceed 40 days (320 hours) in any pay period	20 days
Miami	22 days	Accrued monthly, but recorded only at end of year.	Cannot exceed 40 days on June 30	40 days

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VACATION POLICY FOR ADMINISTRATIVE STAFF
SURVEY OF STATE UNIVERSITIES IN OHIO

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	Annual Rate of Accrual	How Accrued	Maximum Accrual	Payment at Termination
Ohio State	20 days	*	*	*
Ohio University	22 days	Two days per month except no accrual in June	Cannot exceed 33 days in a month	30 days
Toledo	24 days	Bi-weekly pay period 7.4 hours per pay period.	Cannot exceed 72 days in any pay period	48 days
Wright State	22 days	Monthly (1.83 days per month)	Cannot exceed 44 days in any month	44 days
Youngstown	22 days	Monthly (1.83 days per month; except 1.87 days in June	Cannot exceed 33 days in any month	None - use up vacation by extending termination date by amount of vacation credit

*No response from Ohio State as of November 4, 1985.

VACATION POLICY FOR ADMINISTRATIVE STAFF
 SURVEY OF STATE UNIVERSITIES IN OHIO
 Addendum - December 9, 1985

	Annual Rate of Accrual	How Accrued	Maximum Accrual	Payment at Termination
Ohio State	<p>Senior Administrators - 176 hours per year (increases to 200 hrs. per year after 25 yrs. of service)</p> <p>Unclassified - 1-3 yrs. : 96 hrs. per yr. 4-10- yrs. : 120 hrs. per yr. 11-24 yrs. : 176 hrs. per yr. 25+ yrs. : 200 hrs. per yr.</p>	Accrued by pay period	Cannot exceed 240 hours in pay period	240 hours (30 days)

Alternate - Vacation Accrual

A maximum of forty days of vacation may be carried forward from the previous year. During the fiscal year accrued vacation may be allowed to exceed forty days; however, terminal payment is limited to forty days. At termination, the date authorized for a replacement will assume the incumbent has accumulated no more than forty days of terminal vacation.

(Change is underscored)

Elton Ringer
10/1/85